

WEST KERN COMMUNITY COLLEGE DISTRICT  
AGENDA FOR REGULAR MEETING

July 8, 2020

**Cougar Room**

(Access Through the Library Entrance)

*No in-person public attendance permitted. Limited physical attendees must wear a mask. Must use the Zoom website link due to the Governor's Executive Order issued on March 19, 2020 placing limits on public congregation.*

Join Meeting at the Following Web Address:

Join Zoom Meeting

<https://us02web.zoom.us/j/88978584519> (Open Session Will Begin at 6 p.m.)

5:00 p.m.

29 Cougar Court  
Taft, California 93268

**A. Accessibility.** *In compliance with the Americans with Disabilities Act, if you need special assistance to access the meeting room or to otherwise participate in this meeting, including auxiliary aids or services, please contact Sarah Criss at (661) 763-7711. Notification at least 48 hours prior to the meeting will enable the Governing Board to make reasonable arrangements to ensure accessibility to the meeting.*

**B. Obtaining Public Records.** *A copy of the Board packet, including documents relating to any open session item are available to members of the public on the District website and also at the District Office. Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 29 Cougar Ct., Taft, California, during normal business hours. These documents will be made available to the public at the same time that they are made available to a majority of the Board.*

**C. Language Assistance.** *The District welcomes Spanish and other language speakers to Board meetings. Anyone planning to attend and needing an interpreter should call Sarah Criss at (661) 763-7711 forty-eight (48) hours in advance of the meeting so that arrangements can be made for an interpreter. El Distrito da la bienvenida a las personas de habla hispana a las juntas de la Mesa Directiva. Si planea asistir y necesita interpretacion llame al (661) 763-7711 (48) horas antes de la junta, para poder hacer arreglos de interpretacion.*

**D. Addressing the District Board.** *The Board encourages public participation and involvement. Community members will therefore have several opportunities to address the Board. However, please respect the Board's time and the need for efficient board meetings. The Board also requests that comments be respectful and professional.*

- 1. Agenda Items.** *If you wish to address the Board on an agenda item, please do so when that item is called. Presentations will be limited to a maximum of five (5) minutes. Time limitations are at the discretion of the Board President.*
- 2. Non-Agenda Items.** *Individuals have an opportunity to address the Board during the period set aside for Public Comment on Items of General Interest on topics within the subject matter jurisdiction of the Board **not** listed on the agenda. Presentations will be limited to a maximum of five (5) minutes, with a total of thirty (30) minutes designated for this portion of the agenda.*

**E. Questions for the Board.** *Individuals with questions on District issues may submit them in writing. The Board will refer such requests to the Superintendent, who will endeavor to respond to your questions after the meeting.*

**F. Placing issues on the Board Agenda.** *Items from the public pertaining directly to College business may be placed on the Board agenda by submitting the request in writing to the Office of the Superintendent. The proposed agenda item will be reviewed and placed, if appropriate, on the Board's agenda within a reasonable period of time. Please contact the Office of the Superintendent at (661) 763-7711 for further information.*

1. CALL TO ORDER
2. PUBLIC COMMENT ON CLOSED SESSION ITEMS
3. ADJOURN TO CLOSED SESSION
  - A. Public Employee Appointment/Employment, Government Code Section 54957
  - B. Public Employee Performance Evaluations, Government Code Section 54957
  - C. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
  - D. Conference with Labor Negotiators (Government Code section 54957.6)  
Agency Designated Representative: Superintendent/President  
Employee Organizations: TC Faculty Association, CSEA Chapter #543 & Management/Supervisory/Classified Confidential Employees
  - E. Conference with Legal Counsel – Potential Litigation, Pursuant to Paragraph (4) of Subdivision (d) of Government Code Section 54956.9
  - F. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146, 48900 et. Seq. and 48912(b)
4. RECONVENE IN OPEN SESSION; ANNOUNCE CLOSED SESSION
5. FLAG SALUTE
6. PUBLIC COMMENT ON OPEN SESSION AGENDA ITEMS
7. GENERAL COMMUNICATIONS
8. APPROVAL OF MINUTES – Regular Meeting Held June 10, 2020
9. NEW BUSINESS:
  - A. Second Presentation and Request for Approval – Taft College Faculty Association (“TCFA/CTA/NEA”) 2020-23 Collective Bargaining Agreement (“CBA”)
  - B. Second Presentation and Request for Approval – Taft College Classified School Employee Association (“CSEA”), Chapter #543 2020-23 Collective Bargaining Agreement (“CBA”)
  - C. Second Presentation and Request for Approval – Taft College Classified School Employees Association Chapter #543 and West Kern Community College District – STEM and CTE Technician and Bookstore Clerk II Job Description Payscale Placement

- D. Second Presentation and Request for Approval – Taft College Classified School Employees Association Chapter #543 and West Kern Community College District – Vacation Accrual Process

Collective Bargaining – Public Hearing and Request for Approval (E-H):

- E. Second Presentation and Request for Approval – Taft College Faculty Association CTA/NEA, Reopener for FY 2020/21
- F. Second Presentation and Request for Approval – Taft College CSEA Chapter #543, Reopener for FY 2020/21
- G. Second Presentation and Request for Approval – Taft College Faculty Association CTA/NEA Reopener with WKCCD for FY 2020/21
- H. Second Presentation and Request for Approval – Taft College CSEA Chapter #543 Reopener with WKCCD for FY 2020/21
- I. Request for Approval – Forefront Power PPA Final Rate/Solar Covered Parking Project
- J. Request for Approval – West Kern Community College District 2022-2026 Five Year Capital Outlay Plan
- K. Request for Approval – Final Project Proposal (FPP) – Taft College Vocational Center
- L. Request for Approval – 2020-2021 West Kern Community College District Tentative Annual Budget

10. CONSENT AGENDA (Items A – F)

- A. Request for Approval – 2020-21 Contract Education Agreement between WESTEC and WKCCD; 7/1/20 – 6/30/21; 300-400 FTEs
- B. Request for Approval – Agreement with Gilbert “Gil” Garcia – Grant Writing for Transition to Independent Living Program; 6/1/20 – 7/31/20; \$12,000.00
- C. Request for Approval – ITSavvy LLC – CommVault Software Support Renewal, Quote #3372418; 9/1/20 – 8/31/21
- D. Request for Approval – Continuation of Subscription to Turnitin Feedback Studio; 8/1/20 – 7/31/21; \$9,491.90
- E. Request for Approval – GT Software NetCOBOL Maintenance Renewal, Quote #00013787; 9/1/20 – 8/31/21

F. Ratification of the June 2020 Vendor Check & Purchase Order Registers

11. PUBLIC COMMENT ON ITEMS OF GENERAL INTEREST

12. EMPLOYMENT (Action)

A. Academic Employment (Appendix I)

B. Classified Employment (Appendix II)

C. Resignations/Retirements (Appendix II)

13. REPORTS:

A. Financial Reports (For Information)

1. Revenue Accounts (Account Level 1) FY 2019/20

2. Expenditure Accounts (Account Level 1) FY 2019/20

3. Expenditure Detail of \$10,000.00 or Greater, June 2020

4. Student Organization and Special Accounts, June 2020

5. Funds Deposited in County Treasury, June 2020

6. Employee Travel Report - June 2020

B. Trustee Reports

C. Academic Senate Report

D. Reports from Staff and Student Organizations

14. REPORT OF THE SUPERINTENDENT

15. NEXT MEETING DATE

The next regular meeting is scheduled for Wednesday, August 12, 2020, at 5:00 p.m.

16. ADJOURNMENT

**WEST KERN COMMUNITY COLLEGE DISTRICT  
MINUTES OF THE BOARD OF TRUSTEES**

**REGULAR MEETING**

**June 10, 2020**

The regular meeting of the Board of Trustees of the West Kern Community College District was called to order at 5:07 p.m. by President Dawn Cole. Secretary Emmanuel Campos and trustees Michael Long Dr. Kathy Orrin and Billy White were present. Superintendent/President Dr. Debra Daniels and Executive Secretary Sarah Criss were in attendance. To ensure clarity during the meeting held via Zoom online video, a roll call vote was held on each item.

**PUBLIC COMMENT ON CLOSED SESSION ITEMS**

No comments were heard.

**CLOSED SESSION**

At 5:08 p.m. it was moved by Trustee White, seconded by Trustee Orrin and unanimously carried, that the Board convene in Closed Session to discuss the District's position regarding the following matters:

- A. Public Employee Appointment/Employment, Government Code Section 54957
- B. Public Employee Performance Evaluations, Government Code Section 54957
- C. Public Employee Discipline/Dismissal/Release/Complaint, Government Code Section 54957
- D. Conference with Labor Negotiators (Government Code section 54957.6)  
Agency Designated Representative: Superintendent/President  
Employee Organizations: TC Faculty Association, CSEA Chapter #543 &  
Management/Supervisory/Classified Confidential Employees
- E. Conference with Legal Counsel - Potential Litigation, Pursuant to Paragraph (4) of  
Subdivision (d) of Government Code Section 54956.9
- F. Student Discipline and Other Confidential Student Matters, Education Code Sections 35146,  
48900 et. Seq. and 48912(b)

**RECONVENE IN PUBLIC SESSION; ANNOUNCE CLOSED SESSION ACTIONS**

At 5:27 p.m., it was moved by Secretary Campos, seconded by Trustee White and unanimously carried, to reconvene in Public Session. President Cole reported there was no action taken in Closed Session.

**PLEDGE OF ALLEGIANCE**

President Cole led the pledge of allegiance.

**PUBLIC COMMENT ON OPEN SESSION ITEMS**

No comments were heard.

**GENERAL COMMUNICATIONS**

There were no general communications.

### **APPROVAL OF MINUTES**

On a motion by Trustee Orrin, seconded by Trustee Long and unanimously carried, the minutes of the Regular Meeting held May 13, 2020 were approved.

### **NEW BUSINESS**

#### **Request for Approval - Taft College Solar Project - BSK Supplement Budget Request; Estimated Supplement of \$8,987.84**

Mr. Brock McMurray explained the supplement covered necessary testing fees and similar needs for the project (copy attached to official minutes). On a motion by Trustee White, seconded by Secretary Campos and unanimously carried, the request was approved.

#### **Second Presentation and Request for Approval - Tentative Agreement with the Taft College Faculty Association (TCFA) regarding the addition of Article 7.1.12, Dependent Priority Registration, to the Faculty Collective Bargaining Agreement**

Dr. Daniels stated the agreement had been bargained and agreed upon. The agreement provides criteria to allow faculty dependents priority registration opportunity. On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, the item was approved (copy attached to official minutes).

#### **First Presentation - Taft College Faculty Association ("TCFA/CTA/NEA") 2020-2023 Collective Bargaining Agreement ("CBA") (No Action)**

Dr. Daniels said that the agreement has been reviewed and updated to include MOUs that had since been approved from the previous CBA approval. Other minor corrections were made (copy attached to official minutes).

#### **First Presentation - Taft College Classified School Employees Association ("CSEA"), Chapter #543 2020-2023 Collective Bargaining Agreement ("CBA") (No Action)**

Dr. Daniels said that the agreement has been reviewed and updated to include MOUs that had since been approved from the previous CBA approval. Other minor corrections were made (copy attached to official minutes).

#### **First Presentation - Taft College Classified School Employees Association Chapter #543 and West Kern Community College District - STEM and CTE Technician and Bookstore Clerk II Job Description (No Action)**

Heather del Rosario explained that these two positions had gone through the reclassification process. The Bookstore Clerk II position is a new position. The job description has been written by administration and the salary schedule placement has been approved by the reclassification committee.

**First Presentation – Taft College Classified School Employees Association Chapter #543 and West Kern Community College District – Vacation Accrual Process (No Action)**

Ms. del Rosario reported that the classified vacation accrual rates varied by employee type and the recommended rate agreed upon in bargaining would improve the ease of administration by identifying one rate of accrual (copy attached to official minutes).

**First Presentation – Taft College Faculty Association CTA/NEA, Reopener for FY 2020/21 (No Action)**

**First Presentation – Taft College CSEA Chapter #543, Reopener for FY 2020/21 (No Action)**

**First Presentation – Taft College Faculty Association CTA/NEA Reopener with WKCCD (No Action)**

**First Presentation – Taft College CSEA Chapter #543 Reopener with WKCCD (No Action)**

Dr. Daniels explained that these four items are the annual requirement by law that allows the District to continue to bargain each CBA agreement as needed through the year (copy attached to official minutes).

**CONSENT AGENDA:**

A. Request for Approval – New Courses

Learning Support Division

EDUC 1500 Introduction to Educational Technology

Social Science Division

HIST 2216 History of Latin America

B. Request for Approval – Course Revisions

Math & Science Division

BIOL 2201 Introduction to Biology

BIOL 2260 General Microbiology

Social Science Division

ECEF 1531 The Child in Family/Community Relationships

PSYC 2080 Introduction to Lifespan Psychology

SOC 2110 Minority Group Relations

Applied Technologies Division

BUSN 1050 Business Mathematics

BSAD 2220 Introduction to Financial Accounting

INTC 1000 Career Readiness in Industrial Technology

INTC 1100 Industrial Technology Capstone

MGMT 1515 Communication

MGMT 1520 Team Building

MGMT 1525 Time Management

MGMT 1540 Managing Organizational Change

C. Request for Approval – Distance Learning

Learning Support Division

EDUC 1500 Introduction to Educational Technology

Liberal Arts Division

ART 1500 Art Appreciation

ART 1600 Two-Dimensional Design

ART 1620 Drawing and Composition

ART 1625 Color Theory

ART 1640 Painting

Applied Technologies Division

COSC 1532 Basic Internet Skills and Concepts

COSC 1603 Introduction to Word Processing – Microsoft Word

COSC 1703 Introduction to Spreadsheets – Microsoft Excel

COSC 1812 Introduction to Presentation Graphics – Microsoft PowerPoint

COSC 1902 Introduction to Databases – Microsoft Access

COSC 2020 Introduction to Computer Information Systems

MGMT 1515 Communications

MGMT 1520 Team Building

MGMT 1525 Time Management

MGMT 1540 Managing Organizational Change

Social Science Division

ECEF 1531 The Child in Family/Community Relationships

ECEF 1584 Field Experience: Infant and Toddler Care and Education

PSYC 2080 Introduction to Lifespan Psychology

Emergency Temporary Distance Education Blanket Addendum

DNTL 1510 Oral Biology

DNTL 1511 Oral Radiology

DNTL 1512 Head and Neck Anatomy

DNTL 1513 Dental Health Education/Seminar

DRAM 1535 Elementary Acting

ECEF 1003 Introduction to Child Growth and Development

MATH 2140 Ordinary Differential Equations

PHED 1505 Women's Intercollegiate Golf

PHED 1533 Walking for Fitness

PHED 2505 Advanced Women's Intercollegiate Golf

PSYC 2205 Introduction to Research Methods in the Social Sciences



- D. Request for Approval – Resolution 2019/20-21 and Agreement with California Department of Education to Provide Services Under the General Child Care and Development Program, Contract #CCTR-0058; 7/1/20 – 6/30/21; \$835,449.00
- E. Request for Approval – Resolution 2019/20-22 and Agreement with California Department of Education to Provide Services Under the State Preschool Program, Contract #CSPP-0138; 7/1/20 – 6/30/21; \$832,645.00
- F. Request for Approval – Resolution 2019/20-23 and Agreement with California Department of Education to Provide Services Under the Migrant Child Care Program, Contract #CMIG-0005; 7/1/20 – 6/30/21; \$781,197.00
- G. Request for Approval – Resolution 2019/20-24 and Agreement with California Department of Education to Provide Services Under the Migrant Specialized Services Program, Contract #CMSS-0005; 7/1/20 – 6/30/21; \$110,580.00
- H. Request for Approval - 2019-20 Multiple Method Allocation Certification Form
- I. Request for Approval – Off Campus Rents for TIL Program
- J. Request for Ratification – Agreements with San Joaquin Valley Air Pollution Control District for Purchase of Alternative Fuel Vehicles through the Public Benefit Grants Program (Agreement Nos. G-83113-A1; G-83115-A1; G83117-A1; G-83118-A1); \$1,444.64
- K. Request for Approval – WKCCD 2020-21 Accident Insurance Renewal for Students/Intercollegiate Athletes; 8/1/20 – 7/31/21; \$55,061.00
- L. Request for Approval – California Virtual Campos – Online Education Initiative (CVC-OEI) Extra Duty Assignments; Extension to 12/31/20
- M. Request for Approval – AMS.Net Annual Support Coverage Quote #Q00044212, CISCO Network Hardware; 7/29/20 – 7/29/21; \$15,618.85
- N. Request for Approval – Consulting Services Agreement with Capitol Public Finance Group, LLC “Capitol PFG” to Serve as the WKCCD Dissemination Agent (Consulting Services Agreement, Consulting Services Order CSO No. 2020-1 and Certificate of Acceptance); 7/1/20 – 6/30/21; Annual Report Filing \$4,500.00 and \$500.00 for Each Material Event Filing Plus Expenses Included in Agreement
- O. Request for Approval – Fiscal Year 2020-21 Annual Appropriations (GANN) Limit
- P. Request for Approval – 2020-21 Renewal of Statewide Association of Community Colleges (SWACC) Proforma for Property and Liability Insurance Coverage; 7/1/20 – 6/30/21; \$145,140.00

- Q. Request for Approval – Cisco Umbrella Insights Annual License Renewal
- R. Request for Approval – 2020/21 District Business Office Systems Agreement – KCSOS AGT #21-0161; 7/1/20 – 6/30/21; Annual Cost of \$7,034.12
- S. Request for Approval – Vehicle Maintenance Agreement Renewal with Taft City School District; 7/1/20 – 6/30/21; \$71.00 per Hour with a minimum of ½ hour charge
- T. Ratification of the May 2020 Vendor Check & Purchase Order Registers

On a motion by Trustee White, seconded by Trustee Orrin and unanimously carried, Consent Agenda Items A – T were approved as presented (materials related to the items are attached to official minutes).

**PUBLIC COMMENTS ON ITEMS OF GENERAL INTEREST**

No comments were heard.

**EMPLOYMENT**

Dr. Daniels requested to amend the Academic employment piece to remove Tori Furman. On a motion by Trustee Long and seconded by Trustee White, Employment Items A-C were approved as amended by the following vote (Employment Items *(Appendix I, II, and III)* are attached to official minutes):

- Yes: Dawn Cole, Emmanuel Campos, Michael Long, Billy White and Dr. Kathy Orrin
- No: None
- Abstain: None
- Absent: None

**REPORTS**

**Financial Reports**

The financial reports listed on the page following were presented for information (copies attached to official minutes).

Financial Reports (for information):

- 1. Revenue Accounts (Account Level 1) FY 2019/20
- 2. Expenditure Accounts (Account Level 1) FY 2019/20
- 3. Expenditure Detail of \$10,000.00 or Greater, May 2020
- 4. Student Organization and Special Accounts, May 2020
- 5. Funds Deposited in County Treasury, May 2020
- 6. Employee Travel Report – May 2020

**Trustee Reports**

Trustee Orrin thanked College staff that attended the Taft Chamber's virtual Sit n' Sip. She noted it is nice to have the two entities support each other in the community.

### **Academic Senate**

Dr. Sharyn Eveland, President of the Academic Senate, thanked the Board and Administration for the continued support and noted she had no other report.

### **Administrative Services**

Brock McMurray, Executive Vice President of Administrative Services, noted that the tentative budget was not on the June agenda as is typical. Due to COVID-19 and budget uncertainties the state has not yet released necessary information and has extended the annual deadline. He added that there will be a budget shortfall.

Ongoing adaptations due to COVID-19 are happening at the Bookstore and fiscal services. The Solar Project is progressing well and the Student Center project is also moving forward with more visible progress occurring on the site.

### **Human Resources**

Heather del Rosario, Vice President of Human Resources, thanked staff and bargaining committees involved in the update of the Collective Bargaining Agreements. She added that staff are ready to implement the timeclock system when staff return to campus.

### **Marketing and Community Relations**

Susan Groveman, Director of Marketing and Community Relations, has worked with staff to develop a social media plan for the next year on multiple platforms. She also is working to prepare COVID-19 signage for the campus.

### **Student Services**

Severo Balason, Vice President of Student Services, updated the Board on CAPP work with Taft Union High School. Meetings continue between the College and TUHS during summer and the COVID-19 campus closures. The group has also invited Taft City School District Superintendent Dr. Julie Graves in order to build communication between the districts. Mr. Balason informed the Board that there have been several break-ins and vandalism issues since the campus closed. Safety measures are being made to protect College property.

### **Instruction**

Dr. Leslie Minor, Vice President of Instruction, reported that this is the first week of summer school with all classes being held online. There is a rise in enrollment. The faculty were also provided online professional development opportunities.

### **TIL**

Aaron Markovits, Director of Transition to Independent Living, said that services for students are still happening but are in a virtual format. The annual celebratory events for the end of year will also be held remotely.

### **Career Technology Education**

Dr. Jessica Grimes, Dean of Instruction and CTE, reported that the CVC-OEI grant item on the Board will allow an extension of the work to occur due to COVID-19.

### **Campus Safety and Security**

Kevin Altenhofel, Director of Campus Safety and Security, is now using after hours safety personnel to patrol campus to prevent break-ins and vandalism. He added that updated emergency response guides have been received and will be distributed when staff return to campus.

### **Student Success/Student Services**

Dr. Windy Martinez, Dean of Student Success, is working with staff on the emergency usage of an excused withdrawal on student records in connection with the COVID-19 pandemic. The records staff and IT staff continue to assist to meet student needs during the transition to online and the virtual services to continue student success.

### **REPORT OF THE SUPERINTENDENT/PRESIDENT**

Dr. Daniels shared that the campus will report to campus for work beginning July 6<sup>th</sup> with a plan to strategically return employees to work while remaining closed to the public. Procedures and plans to ensure health and safety are being shared with staff and training will continue as employees return to the work site. Additional hand sanitizers have been installed on campus and the campus will be deeply cleaned prior to staff returning to campus.

Dr. Daniels noted that COVID-19 has deeply affected the budget at the state level. She ensured that the District will be working within budget restrictions with a continued focus on student needs to limit the impact on employees as much as possible.

Dr. Daniels recognized the national response to the murder of George Floyd. Chancellor Eloy Oakley called for Colleges to take action to increase education and appreciation of diversity on campuses. A taskforce is being developed and will be co-chaired by Dr. Jessica Grimes and Dr. Daniels. This taskforce will focus on professional development opportunities to provide and encourage staff to be more inclusive in work and education endeavors.

### **NEXT MEETING**

The next monthly meeting is scheduled for Wednesday, July 8, 2020.

### **ADJOURNMENT**

At 6:41 p.m., on a motion by Trustee White, seconded by Trustee Long and unanimously carried, the meeting was adjourned.

Respectfully Submitted:

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Emmanuel Campos, Secretary

**Date:** June 25, 2020  
**Submitted by:** Heather del Rosario, Vice President of Human Resources  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** July 8, 2020

**Title of Board Item:**

Second Presentation and Request for Approval - Taft College Faculty Association ("TCFA/CTA/NEA") 2020-23 Collective Bargaining Agreement ("CBA")

**Background:**

Commencing July 1, 2017, the Taft College Faculty Collective Bargaining Committee participated in negotiation activities and came to consensus on several changes throughout the CBA. These negotiated changes were presented and ratified by TCFA and approved by this Board through various Tentative Agreements throughout the indicated time period.

The attached 2020-23 CBA between TCFA/CTA and the District incorporates the approved changes that have been made throughout the indicated time period to produce a new 2020-23 CBA.

**Terms (if applicable):**

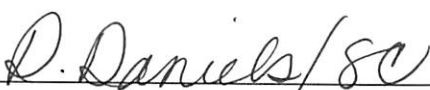
An implementation date effective July 1, 2020 is recommended.

**Expense (if applicable):**

N/A.

**Fiscal Impact Including Source of Funds (if applicable):**

N/A

**Approved:**   
\_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President

# **AGREEMENT**

**Between**

**THE BOARD OF TRUSTEES OF THE  
WEST KERN COMMUNITY COLLEGE DISTRICT**

**And**

**TAFT COLLEGE FACULTY ASSOCIATION**

**CTA/NEA**

**2020-2023**

**Ratified: 05/20/2020**  
**Effective: 07/01/2020**  
**Terminating: 06/30/2023**

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## **ARTICLE 1: AGREEMENT**

- 1.1** The Articles and provisions contained herein constitute a bilateral and binding agreement (“Agreement”) by and between the **WEST KERN COMMUNITY COLLEGE DISTRICT** (“District”) and the **TAFT COLLEGE FACULTY ASSOCIATION, CTA/NEA** (“Association”). This Agreement is entered into pursuant to Chapter 10.7, Sections 3540 et seq, of the Government Code (“Act”).

## **ARTICLE 2: RECOGNITION**

- 2.1** The District recognizes the Association as the Exclusive Representative for the faculty bargaining unit identified by the District in its resolution dated May 5, 1976, which is attached as Appendix “A”. Excluded from coverage under this Agreement are all other employees of the District.

## **ARTICLE 3: DEFINITIONS**

- 3.1** The definitions set forth in this Article apply to each Article and paragraph of this Agreement except where an individual Article or paragraph contains a specific and different definition of the same word or phrase.
- 3.2** “Academic year” shall mean the period from the first work day of the Fall semester to the last workday of the following Spring semester.
- 3.3** “District” or “employer” means the West Kern Community College District, its officers, agents, or representatives, or their respective designees.
- 3.4** “Faculty” refers collectively to all District employees who are included in the bargaining unit described in Appendix A.
- 3.5** “Faculty member” shall mean an individual employee who is included in the bargaining unit described in Appendix A.
- 3.6** “Fiscal year” shall mean the period from July 1 of one calendar year to June 30 of the following calendar year.
- 3.7** “Immediate family” shall mean the spouse and parents, step-parents, foster parents, legal guardians, children, foster children, step children, grandparents, grandchildren, sons and daughters-in-law, brothers or sisters of the faculty member or of the faculty member’s spouse, or any person living in the immediate household of the faculty member. Under special circumstances a person who is not specifically listed may be included within the definition of “family” for purposes of utilizing applicable leave provisions of this Agreement, upon approval by the AEER committee.

- 3.8 “Regular faculty” or “regular faculty member” refers to the District’s full-time contract (probationary) employees who are employed pursuant to Education Code sections 87605, 87608(b), or 87608.5(b) and tenured (permanent) employees who are employed pursuant to Education Code sections 87605 or 87609 collectively or individually.
- 3.9 “Temporary faculty” refers to part-time or adjunct faculty who are employed up to and including sixty-seven percent (67%) of a full-time equivalent faculty assignment in accordance with Education Code section 87482.5.

#### **ARTICLE 4: PROFESSIONAL DUES OR FEES AND PAYROLL DEDUCTIONS**

- 4.1 A faculty member who is a member of the Association, or who has applied for membership may sign and deliver to the District an assignment authorizing deduction of unified Chapter/CTA/NEA dues or assessments in the Association. The authorization shall continue in effect from year to year unless revoked in writing.
- 4.1.1 The District shall deduct dues from the regular salary check of the faculty member each month for ten months. Deductions for faculty members who sign an authorization after commencement of the academic year shall be appropriately pro-rated to complete payments by the end of the current academic year.
- 4.1.2 With respect to all sums deducted, the District agrees promptly to remit monthly, within a reasonable time following the date of deduction. The remittance shall be accompanied by an alphabetical list of faculty members for whom the deductions have been made which indicates the amount deducted for each faculty member.
- 4.1.3 The Association agrees to furnish any information necessary for the District to fulfill the provisions of this Article.
- 4.2 Upon appropriate written authorization, the District shall process payroll deductions, annuities, credit union, savings bonds, charitable donations, or any other plans or programs approved by the District.

#### **ARTICLE 5: LEAVES OF ABSENCE**

- 5.1 **General Provisions:** A faculty member who receives a paid leave of absence, unless otherwise provided in this Article, shall receive wages and District fringe benefit contributions as if the faculty member were in regular status.
- 5.1.1 A faculty member who is on an unpaid leave during any pay period shall receive the District fringe benefit (health and welfare) contribution for the balance of the pay period.

Except as provided by paragraph 5.1.1, a faculty member shall be allowed to maintain fringe benefit coverage pursuant to the terms of the District's insurance plans by making payment of the applicable premium or premiums in the manner required by the District.

- 5.1.2 A faculty member must contact the appropriate Educational Administrator sufficiently in advance of returning from a leave in order to allow for any necessary assignment modifications.
- 5.1.3 A faculty member who is absent from work other than for days authorized by State Law or by the Agreement is absent without leave ("AWOL"). The District will deduct a salary amount equal to the ratio of days absent to the days of required annual service for unauthorized absences. In addition, a faculty member who is absent without leave, or who fails to return to work as scheduled, may be subject to disciplinary action.
- 5.1.4 At its discretion, the District may require a physician's verification of an illness or injury. The District may also require that a faculty member visit a physician, at District expense, to obtain a statement relative to the faculty member's ability to fulfill the responsibilities of the faculty member's position in a safe, healthful and satisfactory manner.

**5.2 Sick Leave:** Regular faculty shall earn and be credited with one (1) day of Sick Leave at full pay for each contractual month of employment. Each temporary faculty member shall earn Sick Leave credit proportionate to that earned by a regular faculty member. Except as otherwise provided in the Article, Sick Leave shall be used for an illness, injury, or pregnancy and childbirth that causes a faculty member to be unable to appear for work and to render service to the District.

5.2.1 Sick Leave will be credited as of the first scheduled workday of a faculty member's contract year. Unused Sick Leave shall be carried over from one year to the next.

5.2.2 Overload and Adjunct Sick Leave: Regular faculty shall earn and be credited with one (1) hour of sick leave for each 17 hours of assigned overload, teaching or non-teaching, during the summer intersession, fall and spring semesters.\* Temporary faculty shall earn and be credited with one (1) hour of sick leave for each 17 hours of assigned adjunct teaching or non-teaching during the summer intersession, fall and spring semesters.\*

\*Assignments paid by stipend are excluded.

Overload sick leave earned by regular faculty will be accumulated in a separate overload sick leave account and be carried over from one year to the next. Regular faculty will utilize any sick leave hours (including donations to the catastrophic leave fund) from the overload sick leave account first (with the exception of the (1) day of Personal Necessity Leave in section 5.4.3) before utilizing sick leave from their regular sick leave account. Regular faculty will be provided a report of accumulated sick leave hours in both their regular accounts and overload accounts by September 1<sup>st</sup> of each year.

Adjunct sick leave earned by temporary faculty will be accumulated in an adjunct sick leave account and be carried over from one year to the next. Temporary faculty will be

provided a report of accumulated sick leave hours in their adjunct account by September 1<sup>st</sup> of each year.

**5.3 Extended Sick Leave:** One hundred (100) days of Extended Sick Leave will be provided in addition to a faculty member's current year's Sick Leave credit and Sick Leave that is carried over from the prior academic year, as follows:

5.3.1 After all Sick Leave at full pay has been used and additional absence due to illness, injury or pregnancy and childbirth is necessary, the faculty member shall be eligible to utilize up to one hundred (100) days of Extended Sick Leave at fifty percent (50%) of the faculty member's regular rate of pay.

5.3.2 Parental Leave (AB2393)

For the purposes of this article "parental leave" shall be defined as "leave for reason of the birth of a child of the faculty member, or the placement of a child with a faculty member in connection with the adoption or foster care of the child by the faculty member".

In order to be eligible for parental leave, the full-time or part-time faculty member must have been employed by the District for a period of at least 12 months prior to taking the leave. In the instance where both parents are faculty members, each faculty member will be entitled to the benefit of article 5.3.2.

Consistent with the California Family Rights Act (CFRA) (Govt. Code § 12945.2) and Education Code section 87780.1, eligible faculty members are entitled to twelve (12) workweeks of parental leave. Twelve (12) workweeks mean the equivalent of 12 of the faculty member's normally scheduled workweeks. Faculty members are only entitled to one 12-workweek period of parental leave in any 12-month period. Any leave taken must be concluded within one year of the birth or placement of the child with the faculty member. Parental leave may be split over two academic years. For example, if a child is placed with a faculty member on April 15 of one year and he/she uses five (5) weeks of parental leave during that academic year, he/she will have seven (7) remaining weeks to use the following academic year prior to April 15 of year two.

Once a faculty member on parental leave exhausts all available sick leave, including all accumulated leave, they become eligible to receive fifty percent (50%) of their regular salary for the remaining leave period. For example, a faculty member uses seven (7) weeks of sick leave and accumulated sick leave during his/her parental leave (assuming this exhausts all such available leave) is then eligible to receive 50% of their regular salary for the remaining five (5) weeks of the 12-week leave period. Parental leave shall run concurrently with any parental or bonding leave taken pursuant to CFRA such that the aggregate amount of leave taken pursuant to this section, section 87780.1 and CFRA shall not exceed twelve workweeks in a twelve-month period. All requirements of CFRA shall apply to leave taken under this section except that an

employee is not required to have 1,250 hours of service with the District during the previous 12 month period in order to take parental leave pursuant to this section.

Parental leave does not have to be taken in one continuous 12-week period. The minimum duration of the leave shall be two weeks, except the District must grant a faculty member's request for a leave of less than two weeks duration on any two occasions and may grant additional requests. Parental leave and extended sick leave are separate and distinct benefits.

While out on parental leave the faculty member is entitled to receive any applicable health benefits the faculty member was receiving immediately before the commencement of the leave.

**5.4 Personal Necessity Leave:** A faculty member may elect to use not more than seven (7) days per academic year of unused Sick Leave for purposes of approved Personal Necessity Leave.

5.4.1 Utilization of the Leave shall be limited to circumstances that are serious in nature, which cannot be expected to be disregarded, which necessitate immediate attention, and which cannot be dealt with during off-duty hours. When possible, the Leave shall be requested through, and approved by, the District in advance of utilization.

5.4.2 A faculty member may elect to use up to (10) Leave days per year for the illness of or injury to members of the immediate family.

5.4.3 One day of Personal Necessity Leave in an academic year will be utilized without the limitations of paragraph 5.4.1 and will not be deducted from Sick Leave.

**5.5 Bereavement Leave:** A faculty member may utilize paid Bereavement Leave for the death of any member of the immediate family. Leave provided in this paragraph will not be deducted from Sick Leave.

5.5.1 The Leave will be for no longer than three (3) consecutive days, except that if out-of-state travel is required, five (5) consecutive days will be authorized. If in-state travel in excess of 200 miles one way is required, four (4) consecutive days will be authorized.

5.5.2 Leave in addition to the days provided by this paragraph may be available by application of paragraph 5.4 inclusive.

5.5.3 Normally, the Leave shall commence within (7) calendar days from the date of the death of the family member and the days used shall be taken consecutively, unless authorization is obtained from the District.

**5.6 Judicial and Official Appearance Leave:** Judicial and Official Appearance Leave shall be granted for purposes of regularly called jury duty, appearance as a witness in court other than as a litigant, or to respond to an official order from another governmental jurisdiction for reasons

not brought about through the initiation, connivance or misconduct of the faculty member as follows:

- 5.6.1 **Jury Duty**: A Leave without loss of salary shall be granted to a faculty member who is officially called for jury duty. Juror's fees, inclusive of mileage, received by the faculty member shall be retained by the faculty member.
- 5.6.2 **Court Appearance**: For any necessary court or agency appearances, the faculty member may utilize Personal Necessity Leave. However, if any court or agency appearance is required of a faculty member by the District, it shall be made without loss of pay and without charge to any other accrued leave benefits.
- 5.6.3 **Dismissal Hearings**: A faculty member, not under suspension, for whom a dismissal hearing is being held will be compensated at the regular rate for any absence(s) from regular duties while attending the hearing.
- 5.7 **Child Rearing Leave**: An unpaid Leave for a maximum of one (1) year (two (2) semesters) shall be granted upon request without pay to a faculty member for the purposes of child rearing, so long as the child is under five (5) years of age. An exception to this age limit would be considered if the faculty member adopts an older child who needs full-time care.
- 5.8 **Military Leave**: Military Leave shall be granted as required by the California Education Code and the California Military and Veterans' Code.
- 5.9 **Sabbatical Leave**: A faculty member may request a leave of absence under the Sabbatical Leave Program for study and/or travel.
  - 5.9.1 Purpose - The purpose of a sabbatical leave is for the faculty member to focus on travel and/or study that will strengthen the contribution that a faculty member makes to students, the institution, and in support of the mission of the District and its educational program.
  - 5.9.2 Eligibility - Faculty members who have served the District full-time for a period of six (6) consecutive years are eligible. An additional six (6) consecutive years of service are required for a subsequent sabbatical leave.
  - 5.9.3 Leave Period - Sabbatical leave may be granted for a period of not less than one (1) semester nor more than two (2) semesters. A sabbatical leave shall fall within the semester dates as indicated on the District calendar.
  - 5.9.4 Compensation - Compensation during the period of approved leave will be one hundred percent (100%) of salary, plus benefits for a one (1) semester leave, or fifty percent (50%) of salary, plus benefits for a two (2) semester leave. Compensation shall be paid in the same manner as if the unit member were on regular duty with the District.
  - 5.9.5 Service - A sabbatical leave qualifies as service to the District.

- 5.9.6 Liability - The District shall be free from any liability for the payment to, or on behalf of, an employee for damages arising out of death or injury or illness of an employee or death, injury or illness to another caused by an employee while on sabbatical leave.
- 5.9.7 Forms - All forms and timeline information necessary for sabbatical leave are available through the Office of Instruction.
- 5.9.8 Timeline - At the beginning of each academic year, the Superintendent/President will announce the number of potential faculty sabbaticals to be offered, if any, in the following academic year.
- 5.9.8.1 By the end of the Spring In-service, faculty members will submit written sabbatical leave proposals for the following academic year to the Academic Employer-Employee Relations (“AEER”) Committee for evaluation.
- 5.9.8.2 The Superintendent/President will forward recommendations to the Board of Trustees for the February Meeting of the Board.
- 5.9.8.3 The decision of the Board of Trustees to approve or disapprove sabbatical leaves will be rendered no later than the March Board Meeting.
- 5.9.8.4 If a sabbatical leave is approved, the faculty member will sign a Sabbatical Leave Certification by April 1.
- 5.9.8.5 If a sabbatical is denied, the faculty member has the option to schedule a meeting with the AEER Committee to ascertain why it was denied.
- 5.9.9 Rescission - A sabbatical leave may be rescinded by the employee no later than ninety (90) calendar days prior to the start of the semester(s) for which the sabbatical leave is scheduled.
- 5.9.10 Return -A Faculty member has a guaranteed right to return to work in his/her prior position. Faculty who are granted leaves for retraining to fill specific staffing needs of the District may be reassigned to a different position based upon the needs of the District. Upon return, and as per the Sabbatical Leave Certification, the faculty member agrees to serve the District for a minimum period of time equal to twice the period of sabbatical leave taken.
- 5.9.11 Report - The faculty member must submit a written final Sabbatical Leave Report to the AEER Committee by the first day of in-service following the leave. The AEER Committee will review the material presented and make a determination as to whether the terms of the sabbatical leave have been met. If accepted, the written report will be disseminated District-wide to all faculty, including the Academic Senate. Separate oral presentations of the report will be made by the faculty member District-wide during in-service, and to the Board of Trustees at a regularly scheduled meeting of the Board.

5.9.12 Penalty - The faculty member agrees to repay monies paid for the sabbatical leave in the event that the AEER determines that the obligations of the leave have not been met. Failure to complete an approved sabbatical project, including the required report, shall result in complete reimbursement or reduction of reimbursement of sabbatical compensation as determined by the Superintendent/President or designee.

5.9.13 Waiver - The Superintendent/President or designee shall have the right to waive any provision of this agreement regarding sabbatical leaves providing it is in the best interest of both the District and the faculty member.

**5.10 General Leave:** A regular faculty member may be granted General Leave. If granted, the Leave will be without compensation and shall normally be for a period not to exceed two (2) semesters. Exception to the length of the Leave may be granted.

5.10.1 The District may approve continuation of fringe benefit coverage as provided herein during the period of the approved Leave should it be determined that the purpose of the Leave is in the best interest of the institution.

**5.11 Association Leave:** The Association shall have (10) days of Association Leave. A faculty member who utilizes the Leave on behalf of the Association shall remain on paid status. The Association agrees to provide coverage or to pay the cost of a substitute if a substitute is utilized.

5.11.1 At least five (5) days in advance of a Leave, the Association President shall notify the appropriate Vice President of the name of the Association representative or representatives who have been authorized to utilize the Leave and the date or dates of the Leave. In addition, the notification shall set forth the proposed class coverage arrangements. Unless the proposed class coverage arrangements are approved by the appropriate Vice President, a substitute will be utilized and compensated as provided herein.

**5.12 Faculty/Adjunct Faculty Employee Data and New Employee Orientations:**

(Contract section added to comply with AB119, effective July 1, 2017) The Human Resources department will provide the Faculty Association President and Vice-president an electronic file via email containing all bargaining unit employee information for the current academic year (employee name, job title, department, work location, home phone number, personal cell phone number, personal email address, and home address) by September 1, February 1 and May 1 of each year. The information will be separated out into two categories, one containing full time faculty members and one containing adjunct faculty members.

The Office of Instruction shall provide the Faculty Association President and Vice-president at least ten days advance notice via email of all new employee (faculty or adjunct faculty) orientations. If the ten-day advance notice is not feasible due to extenuating circumstances, the notification will be sent as soon as possible prior to the orientation. The Faculty Association President or designee will attend the orientation. The Office of Instruction will schedule orientations during normal business hours. The Office of Instruction and the Human Resources department will include information provided by the Association in all packets of information given to new employees (faculty or adjunct faculty.)



- 5.13 **Non-Workdays:** Eleven and twelve-month regular faculty shall be credited with two (2) non-workdays for each contractual month of employment, for a total of 154 hours for eleven month and 168 hours for twelve month respectively. Non-workdays will be credited on July 1 of each year. Non-workday hours expire on June 30 of each year. Faculty members may choose to use non-work days anytime during the fiscal year. Used non-workdays are noted each month on an absent report and may be taken in increments of 15 minutes or more.

## **ARTICLE 6: WORKLOAD OBLIGATION**

- 6.1 **Teaching Load:** The teaching load per academic year for regular instructional faculty shall not be less than the equivalent of thirty (30) equated semester hours of instruction. A faculty member shall not receive any reduction in compensation as a result of any imbalanced or unfilled annual teaching load. Other duties may be assigned to equal a full-time load in the event of an unfilled annual teaching load. Lecture hours and laboratory hours will be as stated in the course catalog. For purposes of workload calculation, a faculty member on medical leave for an entire semester is credited with 15 units.

- 6.1.1 For purposes of calculating teaching load, lecture hours (credit or non-credit) are calculated on a one-to-one (1:1) basis. Laboratory courses will be classified as a general laboratory or an extensive laboratory. An extensive laboratory is a course in which laboratory components require extensive workload efforts that are equivalent to workload efforts in a lecture course. Unless specifically identified as an extensive laboratory through the curriculum review process that is in place for the affected academic year, a laboratory course shall be identified as a general laboratory.

6.1.1.1 A general laboratory hour is calculated at 75% of a lecture hour.

6.1.1.2 An extensive laboratory hour is calculated at 100% of a lecture hour.

6.1.1.3 Enrollment Limits: The enrollment limit for classes (distance learning and on-campus) is thirty-five (35) students. Faculty members may grant permission for additional students to enroll in a class over the enrollment limit, if space allows. The District may request additional students be enrolled in classes over the enrollment limit, if space allows. The District may request additional students be enrolled in classes over the enrollment limit, if space allows and it is determined than an enrollment error has occurred. In general, the thirty-five (35) student enrollment limit was designed to allow classes to fill to capacity with an anticipated attrition rate of up to five (5) student bringing the class size down to thirty (30) students for most classes.

6.1.1.3.1 Enrollment limits for some classes may be less than thirty-five (35) students due to curriculum guidelines or when scheduled in rooms with capacity limitations.

6.1.1.3.2 The enrollment limit for English classes (except for English 1000 and English 1500) (distance learning and on-campus) is thirty (30) students. The enrollment limit for English 1000 and English 1500 classes (distance learning and on-campus) is twenty-five (25) students.

6.1.1.3.3 The enrollment limit for Science lab classes is twenty-four (24) students.

6.1.2 Once a faculty member's assigned teaching load equates to fifteen (15) hours for a given semester, each additional laboratory hour will be calculated at one hundred percent (100%) of a lecture hour.

6.1.3 Temporary or adjunct faculty members are paid hour for hour (1:1) when teaching a general lab, extensive lab or lecture course.

6.1.4 Full time faculty members or adjunct faculty members assigned to teach general or subject-specific cooperative work experience classes will be compensated per student based on the following formula:

$(\text{Overload/Adjunct hourly rate}) \times (3 \text{ hours}) \times (\text{Number of students enrolled in the course section at the course's first census}) = \text{Semester compensation}$

Mileage to the job sites will be reimbursed in accordance with the District's travel policy.

**6.2 Workday:** The workday of an instructional faculty member on a day when the faculty member is scheduled to teach will be determined based on the teaching schedule for the day. The workday for non-classroom faculty will average seven (7) clock hours, exclusive of a lunch period, five (5) days per week.

6.2.1 The workday on an instructional day when the faculty member is not scheduled to teach will be not less than seven (7) hours, exclusive of a lunch period.

6.2.2 The workday on graduation is a normal workday and shall include attendance at graduation which is a two (2) hour activity.

**6.3 Work Year:** Faculty who are full-time instructors shall be on responsible for instructional and other assigned duties for not less than one hundred seventy-five (175) days. Other faculty shall be on campus and responsible for regular and other assigned duties as contracted.

**6.4 Other Assigned Duties:** Other assigned duties of faculty members shall include program development, professional growth activities, committee assignments, meetings, student registration and recruitment activities and other professional assignments related to the educational program.

**6.5 Assignments:** The District shall post in an appropriate area and distribute to Division Chairpersons notices to inform of teaching assignments which may become available. Interested

faculty who meet the minimum qualifications or equivalency may apply for available assignments. Tenured faculty shall be given first consideration.

6.5.1 A faculty member who qualifies with equally non-employee applicants in meeting the needs of the institution for a given assignment shall be appointed to that assignment.

6.5.2 A committee consisting of the Vice President of Instruction, the Vice President of Student Services, the appropriate Division Chair, and the Academic Senate President, or designees, shall review applications and recommend the appointment of faculty to the Superintendent/President.

6.5.3 All other extra-duty assignments or projects offered to faculty will be posted and follow the Human Resources selection process. Hours will be clearly defined and will include written outcomes. First consideration will be given to TC faculty. Emergency assignments will be made with AEER Committee approval.

6.5.3.1 The District shall consult with the Faculty Association President or his/her designee to receive a recommendation regarding the compensation of all grant funded extra-duty assignments to be filled by faculty. This process shall be completed prior to posting.

6.5.4 Reduced Workload Program: An academic employee will be allowed to reduce his or her workload from full-time to part-time pursuant to Education Code section 87483 and to maintain retirement benefits pursuant to Education Code section 22713 or Government Code section 20815. Statutory requirements are as follows: The employee shall have reached the age of 55 prior to the reduction of his or her workload; The employee shall have been employed in an academic position or a position requiring certification qualification, or both, for at least 10 years, of which the immediately preceding five years were full-time employment without a break in service, except as provided by Education Code section 87483(c); The option of part-time employment shall be exercised at the request of the employee and can be revoked only with the mutual consent of the District and the employee; The employee shall be paid a salary that is the pro rata share of the salary he or she would be earning had he or she not elected to exercise the option of part-time employment; The employee shall retain all other rights to and benefits for which he or she makes the payments that would be required had he or she remained in full-time employment; The employee shall receive health benefits as provided in Government Code section 53201 in the same manner as a full-time employee; The minimum part-time employment shall be the equivalent of one-half of the number of days of service required by the employee's employment during his or her final year in a full-time position; The period of part-time employment for an employee who is subject to Education Code section 22713 shall not exceed 10 years; and The period of part-time employment for an employee who is subject to Government Code section 20815 shall not exceed 5 years and shall not extend beyond the end of the college year during which the employee reaches his or her 70<sup>th</sup> birthday.

6.5.4.1 Application Procedures: The employee must submit a Reduced Workload Program Agreement Application (available from Human Resources) to the District

by October 1<sup>st</sup> of the college year prior to commencement of the reduced workload assignment; A Reduced Workload Contract, which specifies the terms and conditions of the employee's Reduced Workload Program shall be provided to the employee not less than 30 days following the District's receipt of the completed Application; and; The employee may withdraw an Application at any time prior to final agreement on the Reduced Workload Contract.

6.5.4.2 Once the District and an employee have entered into a Reduced Workload Contract, any modification of the Contract shall be only by mutual consent of the District and the employee.

6.5.4.3 Notwithstanding any other provision of this Agreement, an employee who has entered into Reduced Workload Contract shall participate in faculty non-teaching activities as required by the terms of the then-current District/Faculty Association Collective Bargaining Agreement for a full-time faculty member in a pro rata share of the reduced workload.

6.5.5 Adjunct/Temporary Faculty Assignment Procedures:

(Contract section added to comply with SB 1379 effective 7/1/17)

In all cases, adjunct/temporary faculty instructional and non-instructional assignments shall be temporary in nature, contingent on enrollment and funding, and subject to program changes, and no adjunct/temporary faculty member shall have reasonable assurance of continued employment at any point, irrespective of the status, length of service, or reemployment preference of that adjunct/temporary faculty member.

6.5.5.1 Assignment of Adjunct/Temporary Faculty: Course offerings/assignments are created to best serve the students. Full-time faculty are assigned courses/assignments first. The Division chairperson has the primary responsibility for determining adjunct assignments for any remaining courses/assignments and making those recommendations to the supervising vice-president.

Priority consideration for adjunct assignments shall follow the order of criteria shown below (accrual of all categories 1-5 beginning 7/1/17):

- 1) results of adjunct faculty evaluations
- 2) availability, willingness, and expertise of adjunct faculty for specific assignments
- 3) number of sections of a specific course or number of specific non-instructional assignments in the preceding three (3) years
- 4) number of courses taught by adjunct faculty within the subject area or number of non-instructional assignments in the preceding three (3) years
- 5) length of service by adjunct faculty to Taft College

The Office of Instruction shall maintain the following information and provide the Division chairpersons with updated information no later than the end of the first week of each semester. (accrual of all categories 1-4 beginning 7/1/17)

- 1) results of adjunct faculty evaluations (satisfactory or unsatisfactory) by division
- 2) number of sections of a specific course or number of specific non-instructional assignments in the preceding three (3) years
- 3) number of courses taught by subject area and semester or number of non-instructional assignments in the preceding three (3) years
- 4) length of service to Taft College (date of first faculty assignment)

6.5.5.2 Appeal Process: If an adjunct/temporary faculty member believes that this procedure has been violated, he/she may file a grievance pursuant to article 8.2 of the collective bargaining agreement.

6.5.6 Face-to-Face Teaching in Correctional Institutions: Faculty is not required to teach at correctional institutions. Faculty who are willing to teach a course or courses on a semester basis must complete and maintain the certification requirements for each correctional institution to be eligible to teach face-to-face or provide related services at that institution. (The only exception would be faculty that have duties at the correctional facilities as part of their current job descriptions.)

Faculty will be paid at the appropriate adjunct hourly rate for approved and required time spent to complete and maintain certifications.

Faculty who teach face-to-face or provide related services in a correctional institution are eligible for mileage reimbursement as per the current Taft College mileage policy.

Assignments for faculty who have completed the certification requirements to teach or provide related services at correctional institutions will be made through the same process as other faculty assignments.

Certification requirements for each correctional institution will be available in the Office of Instruction. A list of certified faculty for each institution will be maintained by the Office of Instruction.

**6.6 Office Hours:** Teaching faculty will schedule and be present for a total of five (5) hours per week at a time when classes are in session. Each faculty member shall develop an office hour schedule that is convenient both to the needs and schedules of their students and to the faculty member's teaching schedule

6.6.1 An office hour shall not be less than sixty (60) clock minutes. Office hours shall be posted at the entrance to the faculty member's office and shall be filed with the Vice President of Instruction at the start of each semester.

6.6.2 As provided by Education Code §87880 and subject to continued state funding, a temporary faculty member who has an assigned teaching load of sixty percent (60%) or

greater has the option to schedule and hold one and a half (1-1/2) paid office hours per week. A temporary faculty who has an assigned teaching load of forty percent (40%) and less than sixty percent (60%) has the option to schedule and hold one (1) paid office hour per week. A temporary faculty who has an assigned teaching load of twenty percent (20%) but less than forty percent (40%) has the option to schedule and hold one half hour (1/2) paid office per week.

**6.7 Division Chairs:** The duties and responsibilities of the Division Chairs shall be determined by the Taft College Faculty Collective Bargaining Committee and shall be listed in the Faculty Handbook.

**6.8 Faculty Evaluation Process:** The Faculty evaluation processes should be a collegial and positive opportunity for professional and personal development in order to promote excellence in instruction and service to students.

**6.8.1 Procedure for Evaluation of Contract Faculty:** Tenure track contract faculty members shall be evaluated annually during the first four years of employment. Non-tenure track contract faculty members shall be evaluated annually for duration of employment. Every contract faculty member will be evaluated in each area of contract responsibility. All evaluations will be conducted during the fall semester unless there are extenuating circumstances. Spring evaluations will only take place with prior approval by the Supervising Administrator.

The evaluation process document will be prepared and distributed to the Contract Faculty Member, Division Chair, Supervising Administrator and Supervising Assistant by the Human Resources Department (HRD) during the fall in-service. All evaluation forms are located in the Human Resources Department and on the HRD website.

The evaluation shall include: (see timeline)

1. Curriculum Packet (if applicable)
2. Peer and Supervising Administrator observations
3. Director of Distance Learning observation (if applicable)
4. Student evaluations (if applicable)
5. Self evaluation
6. Peer evaluation
7. Supervising Administrator evaluation

<b>Teaching Faculty</b>	<b>Non-Teaching Faculty Non-Counselor</b>	<b>Non-Teaching Faculty Counselor</b>
Curriculum Packet		
Peer and Supervising	Peer and Supervising	Peer and Supervising

Administrator Observations	Administrator Observations	Administrator Observations
Director of Distance Learning observation (if applicable)		
Student Evaluations		Student Evaluations
Self Evaluation	Self Evaluation	Self Evaluation
Peer Evaluation	Peer Evaluation	Peer Evaluation
Supervising Administrator Evaluation	Supervising Administrator Evaluation	Supervising Administrator Evaluation

### **Curriculum Packet**

A teaching contract faculty member shall submit a complete curriculum packet to the Supervising Administrator and to the Division Chair for peer committee review and evaluation by the end of the 7<sup>th</sup> week of the fall semester, or for spring evaluations, by the end of the 2<sup>nd</sup> week of the spring semester. A complete curriculum packet consists of:

- a. syllabus
- b. sample lesson
- c. sample assignment
- d. sample assessment i.e. test or quiz

### **Peer and Supervising Administrator Observation Process**

A peer evaluation committee shall be determined by the end of the 7<sup>th</sup> week of the fall semester of each academic year. The Division Chair shall determine a peer evaluation committee consisting of the Division Chair and at least 2 faculty members for contract faculty members.

The Supervising Administrator (Superintendent/President and Vice Presidents) and each member of the peer evaluation committee shall conduct a classroom and/or workplace observation of at least one of the contract faculty members' sessions within the 8<sup>th</sup> to 16<sup>th</sup> weeks of the fall semester or, for spring evaluations, on or before the last day of the 5<sup>th</sup> week of the spring semester.

The Supervising Administrator and each peer evaluation committee member shall meet with the contract faculty member in person within five working days of the observation to discuss the observation and both parties shall sign and date the observation document at the conclusion of the meeting. The peer evaluation committee shall meet to formulate their comments and

recommendations and then forward a recommendation memo for retention, retention with qualification or non-retention and observation forms and other supporting documentation to the Supervising Administrator on or before the Friday of the second week of the January in-service for the fall semester or, for spring evaluations, on or before the Wednesday of the 7<sup>th</sup> week of the spring semester.

### **Director of Distance Learning Observation**

The Director of Distance Learning shall contact the contract faculty member by the end of the 7<sup>th</sup> week of the fall semester or, for spring evaluations, by the end of the 1<sup>st</sup> week of the spring semester to determine which distance learning course the contract faculty member would like observed.

The Director of Distance Learning shall conduct an observation of the identified distance learning course within the 8<sup>th</sup> to 16<sup>th</sup> weeks of the fall semester or, for spring evaluations, within the 2<sup>nd</sup> to 5<sup>th</sup> weeks of the spring semester.

The Director of Distance Learning shall meet with the contract faculty member within five working days of the observation to discuss the observation. The Director of Distance Learning shall submit the completed observation form to the Division Chair and Supervising Administrator on or before the Friday of the 16<sup>th</sup> week of the fall semester or, for spring evaluations, on or before the Friday of the 5<sup>th</sup> week of the spring semester.

### **Student Evaluations**

#### **Teaching Faculty**

The HRD will prepare and distribute the student evaluation process document and student evaluation packets for every face-to-face section the teaching contract faculty member teaches during the semester by the end of the 9<sup>th</sup> week of the fall semester, or for spring evaluations, by the end of the 1<sup>st</sup> week of the spring semester. The Distance Learning department will upload into Canvas the student evaluation document for every online section the teaching contract faculty member teaches during the semester by the end of the 9<sup>th</sup> week of the fall semester, or for spring evaluations, by the end of the 1<sup>st</sup> week of the spring semester. The Distance Learning department will notify the students that the evaluation form is available and that the due date for completion is on or before the Friday of the 13<sup>th</sup> week of the fall semester, or for spring evaluations, on or before the Friday of the 5<sup>th</sup> week of the spring semester.

The HRD will notify the teaching contract faculty member of the commencement of the student evaluation process and of the need to notify their students to complete evaluations. It is the contract faculty member's responsibility to ensure that student evaluations are completed in the applicable format.

For each face-to-face section taught by a contract faculty member, a person other than that contract faculty member will administer the evaluation instrument on or before the Friday of the 13<sup>th</sup> week of the fall semester or for spring evaluations, on or before the Friday of the 5<sup>th</sup> week of the spring semester. Exceptions may include but not be limited to short-term courses. The completed evaluations shall be turned into the Human Resources Department on or before the Friday of the 13<sup>th</sup> week of the fall semester or for spring evaluations, on or before the Friday of the 5<sup>th</sup> week of the spring semester.



## **Instructions Attached to the Face-to-Face Student Evaluation Packets**

### Instructions for Faculty Member:

1. The enclosed evaluations are to be completed by the Friday of the 13<sup>th</sup> week of the fall semester.
2. Please select a student to supervise the Instructor and Course evaluation process.
3. Review the instructions listed below with the Student Supervisor. The Faculty Member shall leave the room while the students are completing the evaluations.

### Instructions for Student Supervisor:

1. Distribute an evaluation form to each student in the class.
2. Read the following instructions to the class aloud:

*“In a continuing effort to improve instruction at Taft College, you are asked to take about ten minutes to complete an evaluation on your instructor and course. The results of this evaluation will be used by the instructor as feedback to determine his/her strengths and weaknesses as assessed by the student. No instructor will see the results of this evaluation until this semester is completed and all grades have been turned in to the Record’s Office.”*

3. Upon completion of the evaluation by your fellow students, place the completed evaluation forms in the tamper resistant envelope, SEAL and SIGN YOUR NAME OVER THE SEAL in the presence of the class. Immediately return the sealed envelope to your instructor, who will return the sealed envelope to the Human Resources Department or HRD mailbox by the deadline.

For each distance learning section taught by the contract faculty member, the completed student evaluations will be returned to the distance learning department and the distance learning department will forward the evaluations to the Human Resources Department on or before the Friday of the 13<sup>th</sup> week of the fall semester or for spring evaluations, on or before the Friday of the 5<sup>th</sup> week of the spring semester.

### **Non-Teaching Faculty Non-Counselor**

(student evaluations not applicable)

### **Non-Teaching Faculty Counselor**

The HRD will provide the student evaluation documents to the front desk counseling center staff by the Monday of the 1<sup>st</sup> week of the fall or spring semester for dissemination between the 1<sup>st</sup> through 13<sup>th</sup> weeks of the fall semester or for spring evaluations between the 1<sup>st</sup> and 5<sup>th</sup> weeks of the spring semester. The completed evaluations shall be turned into the Human Resources Department on or before the Friday of the 13<sup>th</sup> week of the fall semester or for spring evaluations, on or before the Friday of the 5<sup>th</sup> week of the spring semester.

Under the direction of the Human Resources Department, the student evaluation documents shall be scanned into an electronic file for each faculty member. The HRD will forward the student evaluation results to the Supervising Administrator and Division Chair. The Supervising Administrator will distribute the student evaluation results to the contract faculty member once final grades are submitted.

### **Self Evaluation**

Faculty members must complete a self-evaluation for each area of contract responsibility. The self-evaluation will include a written evaluation to address areas outlined in the teaching and non-teaching faculty self-evaluation guidelines. The self-evaluation is due to the Supervising Administrator and to the Division Chair for peer committee review on or before the 1<sup>st</sup> day of the 2<sup>nd</sup> week of the January in-service for the fall semester, or for spring evaluations, on or before the Friday of the 6<sup>th</sup> week of the spring semester.

### Peer Evaluation

The peer evaluation committee shall meet to formulate their comments and recommendations and then forward a recommendation memo for retention, retention with qualification or non-retention and observation forms and other supporting documentation to the Supervising Administrator on or before the Friday of the second week of the January in-service for the fall semester or, for spring evaluations, on or before the Wednesday of the 7<sup>th</sup> week of the spring semester.

### Supervising Administrator Evaluation

After the Supervising Administrator (Superintendent/President and Vice Presidents) reviews the Peer Evaluation Committee's recommendation and documentation, an appointment will be arranged by the office of the Supervising Administrator to discuss the evaluation with the contract faculty member on or before the last Friday of January for the fall semester or, on or before the Friday of the 7<sup>th</sup> week of the spring semester.

The Supervising Administrator's recommendation for retention, retention with qualification or non-retention to the Superintendent/President and supporting documentation is due to the Human Resources Department on or before the last Friday of January for the fall semester or, for spring evaluations, on or before the Friday of the 7<sup>th</sup> week of the spring semester.

In the event the evaluation yields retention with qualification, the Peer Evaluation Committee and Supervising Administrator, in coordination with the Human Resources Department, will outline the areas of concern in a separate document by the end of March and progress will be addressed in the next evaluation.

<b>Contract Faculty Evaluation Timeline Fall Semester</b>	
<b>Document</b>	<b>Deadline</b>
Curriculum Packet (if applicable)	End of the 7 <sup>th</sup> week of the semester to the Division Chair and Supervising Administrator
Classroom or Workplace Observations	Within the 8 <sup>th</sup> to 16 <sup>th</sup> weeks of the semester
Distance Learning Observation (if applicable)	Within the 8 <sup>th</sup> to 16 <sup>th</sup> weeks of the semester
Student Evaluations (if applicable)	HRD & DL disseminate by end of the 9 <sup>th</sup> week of the semester; Student completion within the 10 <sup>th</sup> to 13 <sup>th</sup> weeks of the semester  For counselors HRD disseminates within the 1 <sup>st</sup> to 13 <sup>th</sup> weeks of the semester; Student completion by end of the 13 <sup>th</sup> week

Self Evaluation	On or before the 1 <sup>st</sup> day of the 2 <sup>nd</sup> week of the Jan. in-service to the Division Chair and Supervising Administrator
Peer Evaluations	On or before the Friday of the 2 <sup>nd</sup> week of the Jan. in-service to the Supervising Administrator
Supervising Administrator Evaluations	On or before the last Friday in January to the Human Resources Department

<b>Contract Faculty Evaluation Timeline</b>	
<b>Spring Semester</b>	
<b>Document</b>	<b>Deadline</b>
Curriculum Packet (if applicable)	End of the 2 <sup>nd</sup> week of the semester to the Division Chair and Supervising Administrator
Classroom or Workplace Observations	Within the 2 <sup>nd</sup> to 5 <sup>th</sup> weeks of the semester
Distance Learning Observation (if applicable)	Within the 2 <sup>nd</sup> to 5 <sup>th</sup> weeks of the semester
Student Evaluations (if applicable)	HRD & DL disseminate by end of the 1 <sup>st</sup> week of semester; Student completion within the 2 <sup>nd</sup> to 5 <sup>th</sup> weeks of the semester  For counselors HRD disseminates within the 1 <sup>st</sup> to 5 <sup>th</sup> weeks of the semester; Student completion by end of the 5 <sup>th</sup> week
Self Evaluation	On or before the Friday of the 6 <sup>th</sup> week to the Division Chair and Supervising Administrator
Peer Evaluations	On or before the Wednesday of the 7 <sup>th</sup> week to the Supervising Administrator
Supervising Administrator Evaluations	On or before the Friday of the 7 <sup>th</sup> week to the Human Resources Department

6.8.2 Procedure for Evaluation of Tenured Faculty: Tenured faculty members (professors) shall be evaluated every third year upon attaining tenure. Each professor will be evaluated in each area of contract responsibility. All evaluations will be conducted during the fall semester unless there are extenuating circumstances.

The evaluation process document will be prepared and distributed to the professor, Division Chair, Supervising Administrator and Supervising Assistant by the Human Resources Department (HRD) during the fall in-service. All evaluation forms are located in the Human Resources Department and on the HRD website.

The evaluations shall include:

1. Student evaluations (if applicable)
2. Self evaluation
3. Peer Evaluation and Statement of Compliance
4. Supervising Administrator Evaluation Meeting

<b>Tenured Faculty (Professor)</b>
Student Evaluations (if applicable)
Self Evaluation
Peer Evaluation and Statement of Compliance
Supervising Administrator Evaluation Meeting

### **Student Evaluations**

The HRD will prepare and distribute the student evaluation process document and student evaluation packets for every face-to-face section the professor teaches during the semester by the end of the 9<sup>th</sup> week of the fall semester. The Distance Learning department will upload into Canvas the student evaluation document for every online section the professor teaches during the semester by the end of the 9<sup>th</sup> week of the fall semester. The Distance Learning department will notify the students that the evaluation form is available and that the due date for completion is on or before the Friday of the 13<sup>th</sup> week of the fall semester. The HRD will notify the professor of the commencement of the student evaluation process and of the need to notify their students to complete evaluations. It is the professor's responsibility to ensure that student evaluations are completed in the applicable format.

For each face-to-face section taught by the professor, a person other than that professor will administer the evaluation instrument on or before Friday of the 13<sup>th</sup> week of the fall semester. The completed evaluations shall be turned into the Human Resources Department on or before Friday of the 13<sup>th</sup> week of the fall semester. For each online section taught by the professor, the completed student evaluations will be returned to the distance learning department and the distance learning department will forward the evaluations to the Human Resources Department on or before Friday of the 13<sup>th</sup> week of the fall semester.

## Instructions Attached to the Face-to-Face Student Evaluation Packets

### Instructions for Faculty Member:

1. The enclosed evaluations are to be completed by the Friday of the 13<sup>th</sup> week of the fall semester.
2. Please select a student to supervise the Instructor and Course evaluation process.
3. Review the instructions listed below with the Student Supervisor. The Faculty Member shall leave the room while the students are completing the evaluations.

### Instructions for Student Supervisor:

1. Distribute an evaluation form to each student in the class.
2. Read the following instructions to the class aloud:

*“In a continuing effort to improve instruction at Taft College, you are asked to take about ten minutes to complete an evaluation on your instructor and course. The results of this evaluation will be used by the instructor as feedback to determine his/her strengths and weaknesses as assessed by the student. No instructor will see the results of this evaluation until this semester is completed and all grades have been turned in to the Record’s Office.”*

3. Upon completion of the evaluation by your fellow students, place the completed evaluation forms in the tamper resistant envelope, SEAL and SIGN YOUR NAME OVER THE SEAL in the presence of the class. Immediately return the sealed envelope to your instructor, who will return the sealed envelope to the Human Resources Department or HRD mailbox by the deadline.

### **Non-Teaching Faculty Non-Counselor**

(student evaluations not applicable)

### **Non-Teaching Faculty Counselor**

The HRD will provide the student evaluation documents to the front desk counseling center staff by the Monday of the 1<sup>st</sup> week of the fall semester for dissemination between the 1<sup>st</sup> through 13<sup>th</sup> weeks of the fall semester. The completed evaluations shall be turned into the Human Resources Department on or before the Friday of the 13<sup>th</sup> week of the fall semester.

Under the direction of the Human Resources Department, the student evaluation documents shall be scanned into an electronic file for each professor. The HRD will forward the student evaluation results to the Supervising Administrator and Division Chair. The Supervising Administrator will distribute the student evaluation results to the professor once final grades are submitted.

### **Self Evaluation**

A professor shall submit a complete self-evaluation packet to the Supervising Administrator on or before the 2<sup>nd</sup> Friday in March. A complete self-evaluation packet consists of a written evaluation indicating strengths and areas of improvement. The self-evaluation will include a written evaluation to address the four general areas outlined below:

<b>Teaching Faculty</b>	<b>Non-Teaching Faculty</b>
Subject Matter	Accomplishments
Methodology	Professional Development

Professional Relations	Professional Relations
Growth Plan	Growth Plan

**Peer Evaluation and Statement of Compliance**

A professor shall select 3 peer committee members of their choice. Each peer committee member reviews the professor’s self-evaluation materials and provides feedback to the professor and signs the Statement of Compliance form on or before the first Friday in March

**Supervising Administrator Evaluation Meeting**

After the Supervising Administrator reviews the professor’s evaluation materials, an appointment will be arranged by the office of the Supervising Administrator to discuss the evaluation with the tenured faculty member on or before the 3<sup>rd</sup> Friday in May.

The Supervising Administrator shall complete their portion of the Statement of Compliance form and send with supporting documentation to the Human Resources Department on or before the last Friday in May.

<b>Tenured Faculty Evaluation Timeline</b>	
<b>Fall Semester</b>	
<b>Document</b>	<b>Deadline</b>
Student Evaluations  (if applicable)	HRD & DL disseminate by end of the 9 <sup>th</sup> week of semester; Student completion within the 10 <sup>th</sup> to 13 <sup>th</sup> weeks of the semester  For counselors HRD disseminates within the 1 <sup>st</sup> to 13 <sup>th</sup> weeks of the semester; Student completion by end of the 13 <sup>th</sup> week
Peer Evaluation and Statement of Compliance	On or before the first Friday of March
Self Evaluation	On or before the 2 <sup>nd</sup> Friday of March to the Supervising Administrator
Supervising Administrator Evaluation	On or before the 3 <sup>rd</sup> Friday in May to the Human Resources Department

6.8.3 Procedure for Evaluation of Adjunct Faculty: Adjunct Faculty members shall be evaluated for a minimum of one class section per discipline for the first two semesters of teaching. From the third semester onward, if any *new* disciplines are taught, the Adjunct Faculty member shall be evaluated a minimum of one class section per discipline. After the first two semesters, the Adjunct Faculty member shall be evaluated a minimum of once every third calendar year of teaching.

Adjunct Counselors shall be evaluated for a minimum of one counseling session for the first two semesters of counseling. From the third semester onward, if working in a new or different program, the Adjunct Counselor shall be evaluated a minimum of one counseling session in the new or different program. After the first two semesters, the Adjunct Counselor shall be evaluated a minimum of once every third calendar year for the duration of employment.

The evaluation process document will be prepared and distributed to the Adjunct Faculty member, Division Chair, Supervising Administrator and Supervising Assistant by the Human Resources Department (HRD) during the fall or spring in-service. All evaluation forms are located in the Human Resources Department and on the HRD website.

The evaluation shall include:

1. Curriculum Packet (if applicable)
2. Division Chair (or designee) and Supervising Administrator (or designee) observations
3. Director of Distance Learning observation (if applicable)
4. Student evaluations (if applicable)
5. Division Chair (or designee) evaluation and Division Chair recommendation
6. Supervising Administrator (or designee) evaluation and Supervising Administrator recommendation

<b>Teaching Adjunct Faculty</b>	<b>Non-Teaching Adjunct Counselor</b>
Curriculum Packet	
Division Chair (or designee) and Supervising Administrator (or designee) Observations	Division Chair (or designee) and Supervising Administrator (or designee) Observations
Director of Distance Learning Observation (if applicable)	
Student Evaluations	Student Evaluations
Division Chair (or designee) Evaluation and Division Chair Recommendation	Division Chair (or designee) Evaluation and Division Chair Recommendation

Supervising Administrator (or designee) Evaluation and Supervising Administrator Recommendation	Supervising Administrator (or designee) Evaluation and Supervising Administrator Recommendation
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**Curriculum Packet**

A teaching Adjunct Faculty member shall submit a complete curriculum packet to the Supervising Administrator and to the Division Chair for review and evaluation by the end of the 7<sup>th</sup> week of the semester. A complete curriculum packet consists of:

- a. syllabus
- b. sample lesson
- c. sample assignment
- d. sample assessment i.e. test or quiz

**Division Chair (or designee) and Supervising Administrator (or designee) Observation Process**

The Supervising Administrator (or designee) and Division Chair (or designee) shall conduct a classroom and/or workplace observation of at least one of the Adjunct Faculty member’s sessions within the 8<sup>th</sup> to 16<sup>th</sup> weeks of the fall or spring semester.

The Supervising Administrator (or designee) and Division Chair (or designee) shall meet with the Adjunct Faculty member in person within five working days of the observation to discuss the observation and both parties shall sign and date the observation document at the conclusion of the meeting.

**Director of Distance Learning Observation**

The Director of Distance Learning shall contact the Adjunct Faculty member by the end of the 7<sup>th</sup> week of the fall or spring semester to determine which distance learning course the Adjunct Faculty member would like observed.

The Director of Distance Learning shall conduct an observation of the identified distance learning course within the 8<sup>th</sup> to 16<sup>th</sup> weeks of the fall or spring semesters.

The Director of Distance Learning shall meet with the Adjunct Faculty member within five working days of the observation to discuss the observation. The Director of Distance Learning shall submit the completed observation form to the Division Chair and Supervising Administrator on or before the Friday of the 16<sup>th</sup> week of the fall or spring semester.

**Student Evaluations**

**Adjunct Faculty Teaching**

The HRD will prepare and distribute the student evaluation process document and student evaluation packets for every face-to-face section the Adjunct Faculty member teaches during the semester by the end of the 9<sup>th</sup> week of the fall or spring semester. The Distance Learning department will upload into Canvas the student evaluation document for every online section the Adjunct Faculty member teaches during the semester by the end of the 9<sup>th</sup> week of the fall or spring semester. The Distance Learning department will notify the students that the evaluation form is available and that the due date for completion is on or before the Friday of the 13<sup>th</sup> week of the fall or spring semester.

The HRD will notify the Adjunct Faculty member of the commencement of the student evaluation process and of the need to notify their students to complete evaluations. It is the Adjunct Faculty member’s responsibility to ensure that student evaluations are completed in the applicable format.



For each face-to-face section taught by an Adjunct Faculty member, a person other than that Adjunct Faculty member will administer the evaluation instrument on or before the Friday of the 13<sup>th</sup> week of the fall or spring semester. The completed evaluations shall be turned into the Human Resources Department on or before the Friday of the 13<sup>th</sup> week of the fall or spring semester.

### **Instructions Attached to the Face-to-Face Student Evaluation Packets**

#### Instructions for Faculty Member:

1. The enclosed evaluations are to be completed by the Friday of the 13<sup>th</sup> week of the fall semester.
2. Please select a student to supervise the Instructor and Course evaluation process.
3. Review the instructions listed below with the Student Supervisor. The Faculty Member shall leave the room while the students are completing the evaluations.

#### Instructions for Student Supervisor:

1. Distribute an evaluation form to each student in the class.
2. Read the following instructions to the class aloud:

*“In a continuing effort to improve instruction at Taft College, you are asked to take about ten minutes to complete an evaluation on your instructor and course. The results of this evaluation will be used by the instructor as feedback to determine his/her strengths and weaknesses as assessed by the student. No instructor will see the results of this evaluation until this semester is completed and all grades have been turned in to the Record’s Office.”*

3. Upon completion of the evaluation by your fellow students, place the completed evaluation forms in the tamper resistant envelope, SEAL and SIGN YOUR NAME OVER THE SEAL in the presence of the class. Immediately return the sealed envelope to your instructor, who will return the sealed envelope to the Human Resources Department or HRD mailbox by the deadline.

For each distance learning section taught by the Adjunct Faculty member, the completed student evaluations will be returned to the distance learning department and the distance learning department will forward the evaluations to the Human Resources Department on or before the Friday of the 13<sup>th</sup> week of the fall or spring semester.

### **Adjunct Faculty Counselors**

The HRD will provide the student evaluation documents to the front desk counseling center staff by the Monday of the 1<sup>st</sup> week of the fall or spring semester for dissemination between the 1<sup>st</sup> through 13<sup>th</sup> weeks of the fall or spring semester. The completed evaluations shall be turned into the Human Resources Department on or before the Friday of the 13<sup>th</sup> week of the fall or spring semester.

Under the direction of the Human Resources Department, the student evaluation documents shall be scanned into an electronic file for each Adjunct Faculty member. The HRD will forward the student evaluation results to the Supervising Administrator and Division Chair. The Supervising Administrator will distribute the student evaluation results to the Adjunct Faculty member once final grades are submitted.

### **Division Chair (or designee) Evaluation and Division Chair Recommendation**

The peer evaluation form, from the Division Chair (or designee), is due to the Supervising Administrator on or before the Friday of the 16<sup>th</sup> week of the fall or spring semester. The Division Chair recommendation memo, is due to the Supervising Administrator on or before the Friday of the 16<sup>th</sup> week of the fall or spring semester.

**Supervising Administrator (or designee) Evaluation and Supervising Administrator Recommendation**

The Supervising Administrator reviews the observation documents and Division Chair recommendation memo and then makes a recommendation for eligible for re-employment, eligible for re-employment with qualification, or not eligible for re-employment. The Supervising Administrators recommendation and supporting documents are due to the Human Resources Department on or before the Friday of the 17<sup>th</sup> week of the fall or spring semesters.

<b>Adjunct Faculty Evaluation Timeline</b>	
<b>Fall Semester</b>	
<b>Document</b>	<b>Deadline</b>
Curriculum Packet (if applicable)	End of the 7 <sup>th</sup> week of the semester to the Division Chair and Supervising Administrator
Classroom or Workplace Observations	Within the 3 <sup>rd</sup> to 7 <sup>th</sup> weeks of the semester for short-term classes  Within the 8 <sup>th</sup> to 16 <sup>th</sup> weeks of the semester
Distance Learning Observation (if applicable)	Within the 3 <sup>rd</sup> to 7 <sup>th</sup> weeks of the semester for short-term classes  Within the 8 <sup>th</sup> to 16 <sup>th</sup> weeks of the semester
Student Evaluations (if applicable)	HRD & DL disseminate by end of the 3 <sup>rd</sup> week of semester; Student completion within the 4 <sup>th</sup> to 8 <sup>th</sup> weeks of the semester for short-term classes  HRD & DL disseminate by end of the 9 <sup>th</sup> week of semester; Student completion within the 10 <sup>th</sup> to 13 <sup>th</sup> weeks of the semester  For counselors HRD disseminates within the 1 <sup>st</sup> to 13 <sup>th</sup> weeks of the semester; Student completion by end of the 13 <sup>th</sup> week
Division Chair (or designee) Evaluation  Division Chair Recommendation	On or before the Friday of the 16 <sup>th</sup> week of the semester to the Supervising Administrator
Supervising Administrator (or designee) Evaluation and Supervising Administrator Recommendation	On or before the Friday of the 17 <sup>th</sup> week of the semester to the Human Resources Department

<b>Adjunct Faculty Evaluation Timeline</b>	
<b>Spring Semester</b>	
<b>Document</b>	<b>Deadline</b>
Curriculum Packet (if applicable)	End of the 7 <sup>th</sup> week of the semester to the Division Chair and Supervising Administrator
Classroom or Workplace Observations	Within the 3 <sup>rd</sup> to 7 <sup>th</sup> weeks of the semester for short-term classes  Within the 8 <sup>th</sup> to 16 <sup>th</sup> weeks of the semester
Distance Learning Observation (if applicable)	Within the 3 <sup>rd</sup> to 7 <sup>th</sup> weeks of the semester for short-term classes  Within the 8 <sup>th</sup> to 16 <sup>th</sup> weeks of the semester
Student Evaluations (if applicable)	HRD & DL disseminate by end of the 3 <sup>rd</sup> week of semester; Student completion within the 4 <sup>th</sup> to 8 <sup>th</sup> weeks of the semester for short-term classes  HRD & DL disseminate by end of the 9 <sup>th</sup> week of semester; Student completion within the 10 <sup>th</sup> to 13 <sup>th</sup> weeks of the semester  For counselors HRD disseminates within the 1 <sup>st</sup> to 13 <sup>th</sup> weeks of the semester; Student completion by end of the 13 <sup>th</sup> week
Division Chair (or designee) Evaluation  Division Chair Recommendation	On or before the Friday of the 16 <sup>th</sup> week of the semester to the Supervising Administrator
Supervising Administrator (or designee) Evaluation and Supervising Administrator Recommendation	On or before the Friday of the 17 <sup>th</sup> week of the semester to the Human Resources Department

**Appeal Process**

If any Faculty members under sections 6.8.1-6.8.3 believe that the evaluation process has been violated, he/she may file a grievance pursuant to article 8.2 of the collective bargaining agreement.

**6.9 Security Video Monitoring and Surveillance Technology:** Video monitoring will not be used to view or record workstations, including private offices, desks or cubicles, classrooms, or rooms where students, staff and/or faculty commonly work, study, or hold discussions, living areas, or other common-use areas where a reasonable expectation of privacy exists.

Video and access control security records will not be used for purposes related to the evaluation of employee job performance, nor will they be used as a means to track employee attendance and/or as a timekeeping record. However, the District may use such records in support of disciplinary proceedings against faculty, staff, or student(s), in a civil suit against person(s) whose activities are shown on the recording and are the basis for the suit. The Director of Campus Security or an authorized District administrator shall only perform review of video records, with a good faith reason for review.

Security cameras will not be monitored in real time with the exception of those located in the Campus Safety and Security office; as an immediate response to the report of criminal activity on campus; suspicious behavior or in the course of an ongoing investigation of criminal activity. Cameras shall only be reviewed and monitored by the Director of Campus Security or an authorized District administrator with a good faith reason for the review.

Information obtained in violation of the District's campus security camera policy may not be used in a disciplinary proceeding (with the exception of alleged criminal activity) against a faculty member. It is not the intent of the policy to use security cameras for the monitoring of faculty or employees for disciplinary purposes, performance evaluations, or corrective action.

The District will provide a 10-day written notice to the President and Vice-President of the Faculty Association of proposed installation of new cameras. The Faculty Association will notify the Administration within 10 days if they believe the new cameras are not in compliance with the campus security camera policy prior to the cameras being activated.

The District will provide a 10-day written notice to the President and Vice-President of the Faculty Association of any proposed changes to the campus security camera policy or if any new security or surveillance technology is to be installed or activated by the District.

## **ARTICLE 7: COMPENSATION & BENEFITS**

### **7.1 Benefits**

7.1.1 **Insurance Benefits:** The District shall provide health and welfare benefits for active full time faculty members and their eligible dependents as follows: Payment of monthly premiums for District Options Plan D or G to include medical, prescription, employee assistance program (EAP), vision, dental with orthodontia and life insurance coverage. Active full-time faculty members and their eligible dependents may select District Option Plan A, however, the full-time faculty member shall pay the difference in cost between

Plans A and D by monthly payroll deductions through the District's Section 125 plan. Further details regarding the health insurance benefits are described in Appendix F.

7.1.2 Dependent Priority Registration: Priority registration (Placement in Group 2-1) is given to dependent(s) as defined by SISC, with priority registration extending beyond SISC eligibility for dependents who hold catalog rights from when they were SISC eligible. These priority registration rights are open to dependents as long as the qualifying employee maintains full time employment status with the District during the priority registration period.

7.2 Faculty Salary Schedule: Placement on the Faculty Salary Schedule shall be based on earned college degrees and acceptable units of post-baccalaureate work. (see appropriate Salary Schedule - Appendix B1, B2, or B3)

7.2.1 In moving from one class to another, a faculty member will move laterally on the schedule to the next step (reflective of total service credit) in the new class.

7.2.2 Rules governing classification and placement of Vocational Instructors will be consistent with Title 5 and "Minimum Qualifications for Faculty & Administrators in California Community Colleges;" publication. (H.R. Div., CCC Chancellor's Office)

7.2.3 Service Credit: A service credit step shall be defined as one year of teaching experience and a recorded attendance of at least 75% of the two eligible committees to which the faculty member has been assigned, from the beginning of the school year in August through April 30<sup>th</sup> or a service credit step shall be defined as one (1) year of teaching experience and recorded attendance of at least 75% of the one (1) eligible committee to which the faculty member has been assigned and completion of at least 75% of approved alternative committee service from the beginning of the school year in August through April 30<sup>th</sup>.

An eligible committee is defined as an AEER approved committee that is scheduled to meet once a month or a minimum of ten (10) hours during the academic year. Alternative Committee Service is defined to be a minimum of ten (10) hours of mutually agreed upon service to the District. Alternative Committee Service must be pre-approved by the Supervising Educational Administrator and completed by the end of each academic year.

7.2.3.1 The Academic Senate President, the Vice President of Instruction, and/or the Vice President of Student Services shall jointly assign each faculty member to one (1) or two (2) eligible committees as defined in the faculty handbook, in order to satisfy this service credit requirement.

7.2.3.1.1 Each faculty member's committee assignments shall be listed on the faculty member's assignment sheet at the beginning of each semester.

7.2.3.1.2 All chairpersons of Taft College committees to which faculty members are assigned shall record the attendance of committee meetings and will provide a copy to the Office of Instruction by April 30<sup>th</sup> of each year.

7.2.3.1.3 It shall be the responsibility of each faculty member to ensure that his or her committee attendance is recorded.

7.2.3.1.4 A faculty member may serve on more than two (2) committees on a volunteer basis.

7.2.3.1.5 Each faculty member shall automatically be credited with one (1) step of service credit for each year of experience under contract unless the AEER committee shall determine that the faculty member has not met the service credit requirements for that year by:

1. Failure to teach the assigned load as listed on the assignment sheet, or
2. Failure to attend at least 75% of all committee meetings that the faculty member is assigned to and as listed on the assignment sheet, or
3. Failure to complete at least 75% of approved Alternative Committee Service.

7.2.3.1.6 Any faculty member denied service credit shall be ineligible for overload assignment for the next school year.

7.2.3.2 Accelerated Service: Accelerated service credit may be granted to Step 24 on the salary schedule as per paragraph 7.2.3.2.1. A faculty member will be placed on the appropriate service step based upon attainment of the requisite years of service.

7.2.3.2.1 Accelerated movement to Step 24 based on professional growth is an option for each faculty member. Accelerated movement may be achieved by completion of twelve (12) professional growth units to Step 24 provided by the District or a combination of in-service classes plus approved college level work, or by completion of approved college level work. A faculty member must satisfy the unit requirement by completing twelve (12) professional growth units, while the faculty member is in Class VII, Steps 4-17 for advancement to Step 24. When a faculty member completes the unit requirement and a complete academic year on Step 18, advancement to Step 24 shall be granted effective at the beginning of the employee's contract year.

7.2.3.3 The District will offer a three (3) semester unit in-service class for salary schedule or service credit each year during the term of this contract.

7.2.3.3.1 Excess credit may be applied to change in class where appropriate.

7.2.3.4 As set forth in this section, the following may constitute a satisfactory equivalent for the required college work. A satisfactory equivalent may be in the fields of travel, research, community service, work experience including college summer school teaching or In-Service training. Only in exceptional cases will this substitution fulfill all the college credit required.

7.2.3.4.1 Travel: Only trips of outstanding educational value will be considered.

7.2.3.4.2 Research: Includes work such as fact-finding in connection with gathering materials for publishing professional books, articles, etc., new course development or educational studies assigned by the Superintendent/President.

7.2.3.4.3 Community Service: Outstanding leadership in community affairs, which not only makes a real contribution to the community and the institution, but increases one's value as a faculty member.

7.2.3.4.4 Work Experience: Only work experience of outstanding educational value in related fields will be considered.

7.2.3.4.5 In-Service Training: Approved In-Service Training may be accepted.

7.2.3.4.6 Continuing Education Units: Approved pursuant to the AEER committee guidelines. One CEU Credit (10 hours class time) = 1/3 semester unit. \*\*In evaluating private instruction, 50 hours of instruction and practice are considered equivalent to one unit.

7.2.3.5 To request approval for salary credit units during the fall and spring semesters, a Salary Credit Request Form must be submitted to the appropriate supervising administrator no later than 5 business days after the first day the faculty member begins salary credit activities. The supervising administrator will notify the faculty member within 5 business days whether the request was approved or denied. Evidence of successful completion of approved salary credit activities must be submitted to the Human Resources Department on or before May 31 of the year in which the faculty member plans to apply the salary credit.

7.2.3.6 To request approval for salary credit units from June 1 to the Friday prior to the fall semester, a Salary Credit Request Form must be submitted to the appropriate supervising administrator no later than 5 business days after the first day the faculty member begins salary credit activities. The supervising administrator will notify the faculty member within 5 business days whether the request was approved or denied. Evidence of successful completion of approved salary credit activities must be submitted to the Human Resources Department on or before the Friday prior to the fall semester.

7.2.3.7 The Human Resources Department shall provide each full-time faculty member a report detailing their total salary credit units on or before May 10 of each academic year.

7.2.3.8 Professional Development Hours for Temporary (Adjunct) Faculty

Temporary (adjunct) faculty (excluding permanent, full-time faculty teaching overload, management and classified adjuncts) are eligible to earn professional development hours during any Fall or Spring semester they have a teaching assignment with the District. Professional development hours must be pre-approved by submitting the professional development form to the temporary faculty member's supervising Vice-President. The number of eligible paid professional development hours per semester is based on the number of hours a temporary faculty member teaches per week. If a temporary faculty member's load equals 9 hours per week, then up to 9 hours of professional development can be paid per semester. Professional development hours are compensated during the final pay period of each semester. If a temporary faculty member earns more professional development hours during one semester than their load, the excess hours can be banked for up to one year and paid out during subsequent semesters, provided the temporary faculty member has a teaching assignment with the District.

Temporary (adjunct) faculty (excluding permanent, full-time faculty teaching overload, management and classified adjuncts) are eligible to earn professional development hours during any Fall or Spring semester they have a counseling assignment with the District. Professional development hours must be pre-approved by submitting the professional development form to the temporary faculty member's supervising Vice-President. The number of eligible paid professional development hours per semester is based on the number of hours a temporary faculty member is working as an adjunct counselor per week. (See table below). If a temporary counseling faculty member is employed greater than 14 hours but less than or equal to 21 hours per week, then up to 6 hours of professional development can be paid per semester. Professional development hours are compensated during the final pay period of each semester. If a temporary counseling faculty members earns more professional development hours during one semester than they are eligible for, the excess hours can be banked for up to one year and paid out during subsequent semesters, provided the temporary faculty member has a counseling assignment with the District.

<b>Adjunct Counselor Hours</b>	<b>Eligible Professional Development Hours</b>
$28 < x \leq 35$	10
$21 < x \leq 28$	8
$14 < x \leq 21$	6
$7 < x \leq 14$	4
$0 < x \leq 7$	2

Examples of eligible professional development activities and the form are available on the Taft College website under the Faculty resources tab.

- 7.2.4 Persons Entering the System: A first-year member will be initially placed within a classification according to the maximum academic coursework achievement at the time they enter the service of the West Kern Community College District. Advancement in



classification (lateral movement on the salary schedule) may be achieved by taking the additional work necessary to meet the qualifications of the next higher class.

7.2.4.1 Related experience (other than that referred to in 7.2.2) previous to employment by the West Kern Community College District shall be credited on the basis of year for year actual experience time up to eight (8) steps on the salary schedule.

7.2.4.2 All degrees and units shall be from an accredited institution.

7.2.4.3 Exception upward to the regular schedule may be made at the discretion of the District when supply and demand or other conditions make it advisable.

7.2.5 Prior Experience or Professional Training: A faculty member who claims prior experience or professional training shall be responsible for obtaining official statements and records for the District. The District will evaluate the statements and records. The faculty member shall substantiate all credits to be applied for salary placement purposes during the following year by providing transcripts of record to the District.

7.2.5.1 Credit for military service will be given to those faculty members who met minimum qualifications prior to entering military service. Credit shall be given at the rate of one year's credit for two years of military service.

7.2.6 Persons Teaching Adjunct/Overload: A first year adjunct and full-time faculty member teaching an overload assignment, will initially be placed on Step 1 of the Hourly Rate portion of the Extra Duty Compensation Faculty Salary Schedule, Appendix B-1. The regular and temporary faculty member shall teach two (2) semesters prior to advancing to the next Step.

7.2.6.1 Related experience previous to employment by the West Kern Community College District shall be credited on the basis of a year for year actual experience time up to Step 3 on the Hourly Rate portion of the Extra Duty Compensation Faculty Salary Schedule, Appendix B-1. Related experience can be prior teaching experience or professional/industry experience related to the subject being taught.

7.3 Faculty Salaries: The salary schedules for regular and temporary faculty are attached to this Agreement as Appendix B1, B2 and B3.

7.3.1 To establish a salary schedule effective July 1<sup>st</sup> of each contract year, the Compensation Study (Frey Report) issued in the same contract year will be used to set the minimum salary schedule increase by averaging the non-doctorate maximum at step 20 matrix, ranks 30-36 as compared to step 18 in the most current TC salary schedule. The goal is to target salaries at a future rank of 36.

7.3.2 Step and column increases shall be granted as of each July 1 for the term of this Agreement.

7.3.3 A faculty member who is appointed to an extra-duty assignment that is in addition to the faculty member's regular assigned workload shall be compensated in accordance with the applicable provisions of Appendix B-1. The District reserves the right to compensate a faculty member for an extra-duty assignment by reducing the faculty member's regular assigned teaching load or other job

assignment, provided the load reduction dollar factor shall be not less than the stipend amount.

7.3.4 A faculty member who is employed on an eleven (11) month or twelve (12) month contract shall be paid based on Appendix B-2 or B-3, as appropriate.

7.3.5 A faculty member who is assigned in excess of thirty (30) equated semester hours in an academic year will be compensated on the hourly rate schedule in Appendix B-1.

7.3.6 Adjunct Faculty Course Outline of Record Development Assignment: Adjunct Faculty assigned to make minor revisions to Course Outline of Record (COR) shall be compensated 3 hours on the hourly rate schedule in Appendix B-1. Adjunct Faculty assigned to make major revisions to existing COR or development of new COR shall be compensated 5 hours on the hourly rate schedule in Appendix B-1. The Vice President of Instruction and the appropriate Division Chair shall determine the COR classification: 1) major; or 2) minor.

7.3.7 Club Advisor Stipends: One (1) full-time or adjunct faculty member per club, up to a maximum of eleven (11) clubs, excluding ASB, PTK and DHC, will be compensated as listed on the extra duty page B-1 per academic year utilizing the process as described in the Faculty Handbook.

7.3.8 Division Chairperson Annual Stipends: Division Chairpersons will receive 20% release time for purposes of performing the Division Chairperson duties. Division Chairpersons shall also receive an annual stipend, paid monthly. The stipend is based upon the total full-time equivalent teaching faculty ("FTEF"), including adjunct faculty, in the chairperson's division.

7.3.8.1 Effective July 1, 2015 the Division Chairperson Annual Stipends will be as follows:

FTEF	Stipend Amount
0-10	See Extra Duty Page B-1
>10-20	See Extra Duty Page B-1
>20+	See Extra Duty Page B-1

7.3.8.2 FTEF will be recalculated by March 1 each year by the Office of Instruction by adding the previous calendar year's spring, summer and fall FTEF and dividing by two (2) for the purpose of determining the stipend amount for the following fiscal year.

7.4 **Retiree Health Benefits Program:** The District shall make a contribution for the health benefit program on behalf of a regular faculty member who has retired from District employment into the State Teachers Retirement System ("STRS") or Public Employees Retirement System ("PERS") as follows:

Employee Hire Date			
On or Before	8/16/2002 -	On or After	On or After 5/1/2016

	8/15/2002	4/30/2010	5/1/2010	
Years of Service & Age Requirement	10	20 @ Age 55 or 15 @ Age 60	20 @ Age 55 or 15 @ Age 60	20
Length of District Paid Benefit	Life of Retiree	Life of Retiree	Retiree Age 65	Up to 5 years or Retiree Age 65
Includes Dependents	Yes, for Life of Retiree	Yes, for Life of Retiree	Yes, to Retiree Age 65	Yes, up to 5 years or Retiree Age 65

7.4.1 A regular faculty member hired on or before 8/15/2002 who was employed by the District for at least ten (10) complete academic years and his/her eligible dependents shall be eligible to participate in a District paid health benefits program from the time of retirement for the life of the retiree. For the purpose of this Retiree Health Benefits Program, a “complete academic year” is a year in which a faculty member serves at least 75 percent of the number of instructional days within the District. A Board approved leave of absence shall not constitute a break in service with regard to an employee serving a complete academic year. The contribution shall be the same amount as the District’s monthly health benefits program contribution for a regular faculty member who has not retired. (See Appendix F)

A regular faculty member hired on 8/16/2002, or thereafter through 4/30/10 who was employed by the District for at least twenty (20) complete academic years and who is age 55 or older, or who was employed by the District for at least fifteen (15) complete academic years and who is age 60 or older and his/her eligible dependents shall be eligible to participate in a District paid health benefits program from the time of retirement for the life of the retiree. For the purpose of this Retiree Health Benefits Program, a “complete academic year” is a year in which a faculty member serves at least 75 percent of the number of instructional days within the District. A Board approved leave of absence shall not constitute a break in service with regard to an employee serving a complete academic year. The contribution shall be the same amount as the District’s monthly health benefits program contribution for a regular faculty member who has not retired. (See Appendix F)

A regular faculty member hired on 5/1/2010 or thereafter through 4/30/2016 who was employed by the District for at least twenty (20) complete academic years and who is age 55 or older, or who was employed by the District for at least fifteen (15) complete academic years and who is age 60 or older and his/her eligible dependents shall be eligible to participate in a District paid health benefits program until the retiree reaches 65 years of age. For the purpose of this Retiree Health Benefits Program, a “complete academic year” is a year in which a faculty member serves at least 75 percent of the number of instructional days within the District. A Board approved leave of absence

shall not constitute a break in service with regard to an employee serving a complete academic year. The contribution shall be the same amount as the District's monthly health benefits program contribution for a regular faculty member who has not retired. (See Appendix F)

A regular faculty member hired on 5/1/2016 or thereafter, who was employed by the District for at least twenty (20) complete academic years and his/her eligible dependents shall be eligible to participate in a District paid health benefits program for up to five (5) years or until the retiree reaches 65 years of age. In order to receive the health benefits a 2.5% annual premium is required. (Example: Current benefit package cost \$20,000.  $\$20,000 \times .025 = \$500$  per year or \$41.67 per month.) For the purpose of this Retiree Health Benefits Program, a "complete academic year" is a year in which the faculty member serves at least 75 percent of the number of instructional days within the District. A Board approved leave of absence shall not constitute a break in service with regard to an employee serving a complete academic year. The contribution shall be the same amount as the District's monthly health benefits program contribution for a regular faculty member who has not retired. Hire date is defined as the employee's first paid date of service. (See Appendix F)

Any regular faculty member who has retired from the District and is ineligible or becomes ineligible for District provided retiree benefits has the option to continue on the District health benefit program or the District supplemental program at the employee's cost.

7.4.1.1 A retiree or eligible dependent who is covered by the provisions of paragraph 7.4.1 and who reaches the age of 65 or becomes eligible for Medicare, whichever occurs first, must enroll in and pay the cost of Medicare A and B at the time of eligibility or the District contribution set forth in paragraph 7.4.1 shall be terminated immediately.

7.4.1.2 Upon enrollment in Medicare A and B, the District's monthly medical insurance contribution shall be reduced to the amount necessary to provide the AARP, Plan F Medicare Supplement insurance program. (See Appendix G)

7.4.2 A retiree, as a condition of receiving the medical insurance contribution benefit under paragraph 7.4, inclusive, must maintain continuous medical insurance coverage and eligibility pursuant to the provisions of current District medical insurance plans.

7.4.3 All faculty members retiring between the ages of 55 to 63 have the option to opt out of retiree health benefits and receive a one-time cash incentive based on the current dollar amount for active employees as shown in the table below:

<b>Age at Retirement</b>	<b>20% of current dollar amount of active employee health benefit package</b>
55	Multiplied by 9
56	Multiplied by 8

57	Multiplied by 7
58	Multiplied by 6
59	Multiplied by 5
60	Multiplied by 4
61	Multiplied by 3
62	Multiplied by 2
63	Multiplied by 1

(Example: Assume current benefit package is \$20,000. 20% of \$20,000 is \$4,000. A 58-year old faculty member retires and opts out of retiree health benefits. For opting out the faculty member receives a one-time cash payout of \$24,000.)

Note: Once a faculty member accepts the incentive to opt out of the retiree health benefit program, they will not be able to opt back in.

**7.5 Longevity Program:** A regular faculty member who has completed fifteen (15) but not more than twenty (20) years of full-time service with the West Kern Community College District "District" shall receive a total of a 1% increase to their base salary as determined by the salary schedule. A regular faculty member who has completed twenty (20) but not more than twenty-five (25) years of full-time District service shall receive a total of a 2% increase to their base salary as determined by the salary schedule. A regular faculty member who has completed twenty-five (25) years or more of full-time District service shall receive a total of a 6% increase to their base salary as determined by the salary schedule.

Years of Service	Increase to Base Salary
16 to 20	1%
21 to 25	2%
26 plus	6%

## **ARTICLE 8: EMPLOYER-EMPLOYEE RELATIONS**

**8.1 TCFCBC:** The District and the Association have formed the Taft College Faculty Collective Bargaining Committee for the purpose of maintaining a channel of communication between the District and the Association. The TCFCBC process provides a forum for discussion of all matters related to the relationship between the District, as the employer, and the Association, as the exclusive representative of the faculty with regard to wages, hours, and other terms and conditions of employment as that phrase is defined in the Educational Employment Relations Act. In addition, TCFCBC shall be utilized to attempt to resolve any claim of a violation of the terms of the Agreement.

8.1.1 TCFCBC shall be composed of up to seven (7) members appointed by the Faculty Association President and up to seven (7) members appointed by the Superintendent/President. TCFCBC will meet monthly, or as otherwise scheduled by mutual agreement.

8.1.2 Any agreement reached by the TCFCBC that adds to, subtracts from, or otherwise is intended to alter or amend the terms of this Agreement shall be reduced to writing.

8.2 **AEER:** The Academic Employer-Employee Relations committee is a joint committee that (1) reviews issues which might constitute grievances prior to the matter being referred to the TCFCBC group, (2) studies salary schedule credit and makes recommendation to the Superintendent/President, (3) reviews a faculty member's request for compensation for additional duties and, (4) reviews a faculty member's request to apply Continuing Education Units (CEUs) toward salary hurdle or salary class changes pursuant to guidelines, as set forth in Article 7, paragraph 7.2.3.4.6, (5) performs duties regarding the Sabbatical Leave process as set forth in Article 5. The CEU guidelines shall not be modified except by mutual agreement between the District and the Association.

8.2.1 The AEER committee is composed of up to three (3) members appointed by the Association President and up to two (2) members appointed by the Superintendent/President. The committee meets on an as-needed basis.

## **ARTICLE 9: COMPLETION OF MEET AND NEGOTIATION**

9.1 It is agreed that the specific provisions contained in the Agreement are a true and precise representation of all agreements reached by the parties. Except as provided by Article 8, during the term of this Agreement, the Association expressly waives and relinquishes the right to meet and negotiate and agrees that the District shall not be obligated to meet and negotiate with respect to any subject or matter whether or not referred to or covered in this Agreement, even though the subject or matter may not have been within the knowledge or contemplation of either or both the District or the Association at the time they met and negotiated on and executed this Agreement, and even though the subjects or matters were proposed and later withdrawn. The parties may reopen any provision of this Agreement by mutual agreement.

## **ARTICLE 10: TERM AND RENEGOTIATION**

10.1 This Agreement replaces and supersedes the prior agreement of the parties which was in effect, for the period from July 1, 2017 through June 30, 2020

## **ARTICLE 11: CONCERTED ACTIVITIES**

11.1 It is agreed and understood that there will be no strike, work stoppage, slow-down, picketing or refusal or failure to fully and faithfully perform job functions and responsibilities, or other interference with the operations of the District by the Association or by its officers, agents, or members during the term of this Agreement, including compliance with the request of other labor organizations to engage in activity proscribed by this Article.

11.1.1 The Association recognizes the duty and obligation of its representatives to comply with the provisions of this Agreement and to make every effort toward inducing all faculty members to do so. In the event of a strike, work stoppage, slow-down, or other interference with the operations of the District by faculty members who are represented by the Association, the Association agrees in good faith to take all necessary steps to cause those faculty members to cease engaging in the proscribed activity.

## **ARTICLE 12: SAVINGS PROVISION**

**12.1** If any provision or provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction, the provisions will not be deemed valid and subsisting except to the extent permitted by law. All other provisions of this Agreement will continue in full force and effect.

## RECOMMENDED FOR RATIFICATION

### For the District:

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SEVERO BALASON  
Vice President, Student Services

---

DR. DEBRA DANIELS  
Superintendent/President

---

HEATHER del ROSARIO  
Vice President, Human Resources

---

BROCK McMurray  
Executive Vice President, Administrative  
Services

---

LESLIE MINOR  
Vice President, Instruction

### For the Exclusive Representative:

---

ADAM BLEDSOE  
Professor

---

CHRIS FLACHMANN/Counselor

---

DR. GREG GOLLING  
Professor/ Association Vice President

---

MICHAEL MAYFIELD  
Professor

---

DAVID MITCHELL/Professor

---

RUBY PAYNE  
Professor/ Association President

---

JUANA RANGEL-ESCOBEDO/Counselor



**RATIFIED**

By their signatures below, the signatories certify that they are the authorized representatives of either the District or the Exclusive Representative as the contracting parties; that all actions necessary for the District or the Exclusive Representative to ratify and accept the Agreement as a binding and bilateral Agreement have been completed in the manner required by that party and the law; and that this Agreement is hereby entered into without the need for further ratification and acceptance.

**WEST KERN COMMUNITY COLLEGE  
DISTRICT**

**TAFT COLLEGE FACULTY  
ASSOCIATION, CTA/NEA**

\_\_\_\_\_  
DAWN COLE  
President, Board of Trustees

\_\_\_\_\_  
RUBY PAYNE  
President

\_\_\_\_\_  
EMMANUEL CAMPOS  
Secretary, Board of Trustees

DATED: \_\_\_\_\_

DATED: \_\_\_\_\_

**APPENDIX A: RESOLUTION**

WHEREAS: The Board of Trustees of the West Kern Community College District has received a written request, pursuant to Chapter 961, California Statutes 1975, from the Taft College Faculty Association for CTA/NEA to be recognized as the exclusive representative of a unit of employees of this district which includes all full-time certificated employees and part-time employees and which excludes all administrative employees; and

WHEREAS: Pursuant to Chapter 961, California Statutes 1975, said employee organization has submitted satisfactory evidence that a majority of the employees in the above-described unit have supported and authorized such request for recognition; therefore be it

RESOLVED: That the Board of Trustees of the West Kern Community College District, in accordance with the provisions of Chapter 961, California Statutes 1975, (Government Code Sections et seq.), hereby recognizes the Taft College Faculty Association as the exclusive representative of a unit of employees of this district which includes all full-time certified employee and part-time employees and which excludes all administrative employees.

The Board of Trustees reserves the right to change this unit for employee representation should present legislation be amended to permit separate units for full-time and part-time employees.

The foregoing Resolution was adopted at a duly called meeting of the Board of Trustees of the West Kern Community College District on May 5, 1976.

Signed/ Harry W. Furman  
Board President

Signed/ Charles R. Scott  
Board Member

Signed/ Mel Stewart  
Board Member

Signed/ John J. Miller  
Board Member

Signed/ R. G. Mundy  
Board Member

WEST KERN COMMUNITY COLLEGE DISTRICT  
ACADEMIC SALARY SCHEDULE 2020-21

10 Month Schedule (175-DAY)

	Class I	Class II BA + 15	Class III BA + 30	Class IV BA + 45	Class V BA + 60 Incl MA	Class VI BA + 75 Incl MA	Class VII BA + 90 Incl MA
1	\$52,636	\$55,316	\$57,994	\$60,673			
2	\$55,655	\$58,334	\$61,011	\$63,691			
3	\$58,673	\$61,351	\$64,030	\$66,572	\$69,386		
4	\$61,689	\$64,369	\$67,047	\$69,725	\$72,405	\$75,083	\$77,761
5	\$64,708	\$67,387	\$70,064	\$72,744	\$75,422	\$78,100	\$80,779
6	\$67,726	\$70,404	\$73,083	\$75,761	\$78,439	\$81,118	\$83,797
7	\$70,745	\$73,422	\$76,100	\$78,779	\$81,458	\$84,136	\$86,815
8	\$73,761	\$76,439	\$79,117	\$81,797	\$84,475	\$87,154	\$89,832
9	\$76,778	\$79,457	\$82,136	\$84,814	\$87,493	\$90,171	\$92,850
10	\$80,433	\$82,475	\$85,153	\$87,831	\$90,511	\$93,189	\$95,868
11		\$85,492	\$88,170	\$90,850	\$93,528	\$96,207	\$98,885
12			\$91,189	\$93,867	\$96,545	\$99,225	\$101,903
13				\$96,884	\$99,564	\$102,243	\$104,921
14				\$97,715	\$100,393	\$103,072	\$105,750
15				\$100,457	\$103,186	\$105,917	\$108,647
16				\$101,305	\$104,032	\$106,761	\$109,492
17				\$102,151	\$104,877	\$107,608	\$110,338
18				\$102,998	\$105,722	\$108,452	\$111,183
24				\$109,035	\$111,812	\$114,627	\$117,353

An employee with an earned doctorate is to be compensated to the extent of \$3,967.13 added to their base pay .

Longevity Program:

- An employee with 16 - 20 years of District Service receives 1% added to their base pay
- An employee with 21 - 25 years of District Service receives 2% added to their base pay
- An employee with 26 plus years of District Service receives 6% added to their base pay

Acceleration from step 18 to 24 requires 12 semester units of coursework

- The 12 semester units must be earned in Class VII, Steps 4-18

(1) Includes current employees with Bachelors + 45 semester units. Masters is required of all employees beyond Step 13.

Historical Notes

- 3.26% COLA effective 7/1/19, Board Approved 10/9/2019
- 2.71% COLA effective 7/1/18, Board Approved 10/10/18
- 1.69% Salary Schedule Increase effective 7/1/17, Board Approved 01/10/18
- 1.56% COLA effective 7/1/17, Board Approved 10/11/17
- 1.59% Salary Schedule Increase effective 7/1/16, Board Approved 10/12/16
- 1.02% COLA effective 7/1/15, Board Approved 9/9/15
- 0.85% COLA effective 7/1/14, Board Approved 8/13/14
- 1.57% COLA plus 0.43% effective 7/1/13, Board Approved 10/09/13
- 1.8% Salary Schedule increase effective 7/1/11, Board Approved 3/18/12
- 0.0% COLA effective 7/1/08, 7/1/09, 7/1/10, 7/1/11, 7/1/12
- 4.4% COLA effective 7/1/07, Board Approved 6/14/07
- 5.87% COLA plus 3% Effective 7/1/06, Board Approved 6/14/06
- 3.81% COLA Effective 7/1/05, Board Approved 6/8/05

**WEST KERN COMMUNITY COLLEGE DISTRICT**  
**ACADEMIC SALARY SCHEDULE 2020-21 EXTRA DUTY COMPENSATION**

**HOURLY RATE (ADJUNCT, SUMMER SESSION AND OVERLOAD)\***

Step 1	\$62.07
Step 2	\$65.02
Step 3	\$72.93

**ATHLETIC ASSIGNMENTS (WHEN NOT A PART OF LOAD OR OVERLOAD)**

Head Men's Baseball Coach	Stipend equal to the hours of attendance at the appropriate hourly rate.**
Head Men's Golf Coach	
Head Men's Soccer Coach	
Head Women's Basketball Coach	
Head Women's Golf Coach	
Head Women's Soccer Coach	
Head Women's Softball Coach	
Head Women's Volleyball Coach	

	Maximum per Assistant	Maximum per Sport
Men's Baseball Assistant(s)	\$5,037.35	\$15,112.04
Men's Golf Assistant(s)	\$5,037.35	\$5,037.35
Men's Soccer Assistant(s)	\$5,037.35	\$10,074.69
Women's Basketball Assistant(s)	\$5,037.35	\$7,556.02
Women's Golf Assistant(s)	\$5,037.35	\$5,037.35
Women's Soccer Assistant(s)	\$5,037.35	\$10,074.69
Women's Softball Assistant(s)	\$5,037.35	\$7,556.02
Women's Volleyball Assistant(s)	\$5,037.35	\$7,556.02

**OTHER ACADEMIC ASSIGNMENTS**

	FTEF*	
Division Chairperson	0-10	\$9,086.27
20% Release Time + Stipend	>10-20	\$10,384.30
* FTEF will be recalculated by March 1 each year	>20+	\$11,682.34

Academic Senate - 100% Release Time - (AB 1725 funded)

Faculty Association President - 40% Release Time

Student Learning Outcome (SLO) Coordinator-40% Release Time (when position is assigned to faculty member)

Accreditation Liaison Officer - 3 hours for each week of the fall &amp; spring semesters &amp; summer session at the appropriate hourly rate

CDC Director Grant Writing Stipend (currently inactive)	\$5,192.15
Coordinator of Art Gallery	\$1,529.89
Student Newspaper Advisor	\$1,258.11
College Concurrent Program Advisor***	
Dental Hygiene Board of California (DHBC) 50 hour remediation course per semester.	\$1,200.00
Western Regional Exam Board (WREB) 80 hour remediation course per semester.	\$1,500.00
Adjunct Faculty Course Outlines of Records (COR) Development	
Minor revision to COR - 3 hours at the appropriate hourly rate	
Major revision to COR or New COR - 5 hours at the appropriate hourly rate	
Credit by Exam: Pay for actual time worked, instructor completes time card and receives up to 3 hours for each test administered.	

**CLUB ADVISOR ASSIGNMENTS**

Associated Student Body Advisor (ASB)***	
Phi Theta Kappa Advisor (PTK)***	
Dental Hygiene Club (DHC)	\$1,765.26
International Club Advisor	\$8,184.30
Club Advisor (up to 11 per Article 7.3.7)	\$1,798.10

\* Includes equity

\*\* In addition to \$2,987.11/yr. for off-season duties, meetings and recruiting

\*\*\* Advisor has the choice to receive 1 hr per week at the appropriate hourly rate or credit for two committee assignments

**Historical Notes**

3.26%	COLA effective 7/1/19, Board Approved 10/9/2019
2.71%	COLA effective 7/1/18, Board Approved 10/10/18
1.69%	Salary Schedule Increase effective 7/1/17, Board Approved 01/10/18
1.56%	COLA effective 7/1/17, Board Approved 10/11/17
1.59%	Salary Schedule Increase effective 7/1/16, Board Approved 10/12/16
1.02%	COLA effective 7/1/15, Board Approved 9/9/15
0.85%	COLA effective 7/1/14, Board Approved 8/13/14
1.57%	COLA plus 0.43% effective 7/1/13, Board Approved 10/09/13
1.8%	Salary Schedule increase effective 7/1/11, Board Approved 3/18/12
0.0%	COLA effective 7/1/08, 7/1/09, 7/1/10, 7/1/11, 7/1/12
4.4%	COLA effective 7/1/07, Board Approved 6/14/07
5.87%	COLA plus 3% Effective 7/1/06, Board Approved 6/14/06
3.81%	COLA Effective 7/1/05, Board Approved 6/8/05

WEST KERN COMMUNITY COLLEGE DISTRICT  
ACADEMIC SALARY SCHEDULE 2020-21

11 Month Schedule (203-DAY)

	Class I	Class II BA + 15	Class III BA + 30	Class IV BA + 45	Class V BA + 60 Incl MA	Class VI BA + 75 Incl MA	Class VII BA + 90 Incl MA
1	\$57,901	\$60,849	\$63,795	\$66,741			
2	\$61,222	\$64,168	\$67,113	\$70,061			
3	\$64,541	\$67,487	\$70,434	\$73,230	\$76,326		
4	\$67,859	\$70,807	\$73,753	\$76,699	\$79,647	\$82,593	\$85,539
5	\$71,180	\$74,127	\$77,072	\$80,020	\$82,966	\$85,912	\$88,858
6	\$74,500	\$77,446	\$80,392	\$83,339	\$86,285	\$89,231	\$92,179
7	\$77,821	\$80,766	\$83,712	\$86,658	\$89,605	\$92,551	\$95,498
8	\$81,138	\$84,084	\$87,031	\$89,978	\$92,924	\$95,871	\$98,817
9	\$84,458	\$87,404	\$90,351	\$93,297	\$96,243	\$99,190	\$102,137
10	\$88,478	\$90,724	\$93,670	\$96,616	\$99,564	\$102,510	\$105,456
11		\$94,043	\$96,989	\$99,937	\$102,883	\$105,829	\$108,775
12			\$100,310	\$103,256	\$106,201	\$109,150	\$112,096
13				\$106,575	\$109,522	\$112,469	\$115,415
14				\$107,489	\$110,435	\$113,381	\$116,327
15				\$110,505	\$113,507	\$116,510	\$119,514
16				\$111,437	\$114,437	\$117,439	\$120,443
17				\$112,368	\$115,366	\$118,371	\$121,374
18				\$113,300	\$116,296	\$119,299	\$122,303
24				\$119,941	\$122,994	\$126,092	\$129,090

An employee with an earned doctorate is to be compensated to the extent of \$3,967.13 added to their base pay .

\* Longevity Program:

- An employee with 16 - 20 years of District Service receives 1% added to their base pay
- An employee with 21 - 25 years of District Service receives 2% added to their base pay
- An employee with 26 plus years of District Service receives 6% added to their base pay

\* Acceleration from step 18 to 24 requires 12 semester units of coursework

- The 12 semester units must be earned in Class VII, Steps 4-18

(1) Includes current employees with Bachelors + 45 semester units. Masters is required of all employees beyond Step 13

**Historical Notes**

- 3.26% COLA effective 7/1/19, Board Approved 10/9/2019
- 2.71% COLA effective 7/1/18, Board Approved 10/10/18
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- 5.87% COLA plus 3% Effective 7/1/06, Board Approved 6/14/06
- 3.81% COLA Effective 7/1/05, Board Approved 6/8/05

**WEST KERN COMMUNITY COLLEGE DISTRICT  
ACADEMIC SALARY SCHEDULE 2020-21**

**12 Month Schedule (225-DAY)**

	<b>Class I</b>	<b>Class II BA + 15</b>	<b>Class III BA + 30</b>	<b>Class IV BA + 45</b>	<b>Class V BA + 60 Incl MA</b>	<b>Class VI BA + 75 Incl MA</b>	<b>Class VII BA + 90 Incl MA</b>
1	\$63,164	\$66,380	\$69,594	\$72,808			
2	\$66,787	\$70,001	\$73,214	\$76,430			
3	\$70,408	\$73,622	\$76,837	\$79,887	\$83,264		
4	\$74,028	\$77,244	\$80,457	\$83,671	\$86,887	\$90,101	\$93,315
5	\$77,651	\$80,865	\$84,078	\$87,293	\$90,507	\$93,721	\$96,935
6	\$81,272	\$84,486	\$87,700	\$90,914	\$94,128	\$97,342	\$100,558
7	\$84,895	\$88,107	\$91,321	\$94,535	\$97,750	\$100,964	\$104,178
8	\$88,514	\$91,728	\$94,942	\$98,157	\$101,371	\$104,585	\$107,799
9	\$92,135	\$95,349	\$98,564	\$101,778	\$104,992	\$108,206	\$111,421
10	\$96,520	\$98,971	\$102,185	\$105,398	\$108,614	\$111,828	\$115,042
11		\$102,591	\$105,805	\$109,021	\$112,235	\$115,449	\$118,663
12			\$109,428	\$112,642	\$115,855	\$119,071	\$122,285
13				\$116,262	\$119,478	\$122,692	\$125,906
14				\$117,259	\$120,473	\$123,687	\$126,901
15				\$120,550	\$123,825	\$127,101	\$130,378
16				\$121,567	\$124,840	\$128,115	\$131,391
17				\$122,582	\$125,853	\$129,131	\$132,407
18				\$123,599	\$126,867	\$130,144	\$133,420
24				\$130,843	\$134,175	\$137,555	\$140,824

An employee with an earned doctorate is to be compensated to the extent of \$3,967.13 added to their base pay .

\* Longevity Program:

- An employee with 16 - 20 years of District Service receives 1% added to their base pay
- An employee with 21 - 25 years of District Service receives 2% added to their base pay
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- The 12 semester units must be earned in Class VII, Steps 4-18

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**Historical Notes**

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- 3.81% COLA Effective 7/1/05, Board Approved 6/8/05

## APPENDIX C: FACULTY SERVICE AREAS

In accordance with the provisions of Education Code Sections 87743.2 and 87743.5 the District shall establish Faculty Service Areas (FSAs) and shall establish competency criteria for faculty members employed by the District. The District's list of FSAs is on file in the offices of Vice Presidents and Vice President of Human Resources, Division Chairs, the Academic Senate President, and the Faculty Association President.

When any reduction in the faculty is required, the applicable provisions of the Education Code shall be followed. No permanent or probationary faculty member shall be laid off while any faculty member with less seniority is retained to render a service in a FSA in which any senior faculty member is qualified to perform. (Education Code Sections 87743-87761, inclusive and Sections 87414-87415.) The following regulations shall guide the process of faculty assignments into FSAs:

- A. Each faculty member shall qualify for one or more faculty service areas at the time of initial employment. A faculty member shall be eligible for qualification in any faculty service area in which the faculty member has met both minimum qualifications pursuant to Education Code Section 87356 and District competency standards.
- B. The FSA Committee shall consist of the Academic Senate President, the Faculty Association President, the Vice President of Instruction, and the appropriate Division Chair and Vice President of Human Resources. The FSA Committee shall assign each new faculty member into one or more FSAs at the initial time of hire.
- C. After initial FSA assignment, a faculty member may apply to the FSA Committee for assignment to an additional FSA for which faculty member either holds a California Community College Credential encompassing the discipline, or has met the minimum qualifications as set forth by the Board of Governors Minimum Qualifications for Faculty and Administrators in California Community Colleges.
- D. An application to be added to an FSA must be received on or before October 1 by Vice President of Human Resources in order to be considered in layoff proceedings in the academic year in which the application is received. The FSA Committee will respond with a decision by November 30 of the same year.
- E. A record of FSAs and faculty members who have been assigned to each FSA shall also be maintained by the FSA committee.
- F. A faculty member shall be deemed competent to render service in a service area if he or she fulfills at least one of the conditions in paragraph C, above, or has specialized skills that the FSA Committee and the District agree make the faculty member competent to render service.
- G. A faculty member shall be given written notification of the initial FSA assignment and of any subsequent FSA assignment changes.

## APPENDIX D: RETRAINING

Retraining faculty member with a new teaching competency is one of several approaches which may be offered by the District in a variety of employment situations.

- A. When fiscal circumstances and budget restraints require consideration of staff reductions or the reallocation of staff resources, retraining options (as well as resignation and/or retirement program options) shall be considered. The goal of the options should be to mitigate the impact of the fiscal circumstances with the least amount of faculty displacement or job loss.
- B. A faculty member may participate in a District-approved retraining program that leads to a new teaching competency. An individual retraining program, including the area in which the faculty member seeks to be retrained and the amount of total compensation (e.g., salary, health and welfare benefit contributions to be made by the District during the retraining period, and District contributions toward the educational costs of the retraining), is subject to mutual agreement between the District and the faculty member. In addition to total compensation, a faculty member's partial teaching load during the retraining period, if any, is subject to mutual agreement. The guidelines set forth below would be applied to each individual proposal for retraining, based upon the underlying reason for retraining request.
  - 1. If a proposal for retraining is an outgrowth of an action by the District to layoff a faculty member or faculty members or is designed to forestall a layoff, the retraining proposal shall be reviewed in light of the availability of funds in the District and current or projected areas of instructional need for succeeding school year.
    - a. The faculty member's total compensation, including all of the factors listed in paragraph B of this Appendix, would be no less than 50 percent of the faculty member's regular total compensation for the prior school year. Any partial teaching load that may be agreed to as part of the retraining proposal shall be reviewed in light of the District's assessment of those needs.
  - 2. If a proposal for retraining is based upon mitigating or accommodating a current unmet need in the District instructional program or upon preparing for a projected shift in the emphasis of the District's instructional program within the faculty member's assigned department in order to meet changing student needs, the retraining proposal shall be reviewed in light of the District's assessment of those needs.
    - a. The faculty member's total compensation, including all of the factors listed in paragraph B of this Appendix, would be up to a maximum of 100 percent of the faculty member's regular total compensation for the prior school year. Any partial teaching load that may be agreed to as a part of the training program would be calculated within the percentage established by operation of this paragraph.



- C. In all cases, a faculty member's proposal for retraining shall be subject to review and analysis by the TCFCBC committee prior to a final determination by the District.
  - 1. As a part of the review analysis by the TCFCBC, the faculty shall make a personal presentation and defense of the proposal.
- D. In consideration for the District's agreement to authorize and to fund a faculty member's retraining program, the faculty member shall agree to provide two years of service to the District commencing not later than the beginning of the fall semester following completion of the retraining program.
- E. Except in extenuating circumstances, the amount of time for a proposed retraining program shall be limited to a period equivalent to the faculty member's annual contract for the preceding school year.
- F. Upon the successful completion of a retraining program, the faculty member may request a transfer to the area of the new teaching competency or the District may assign the faculty member to the area of the new teaching competency.

## APPENDIX E: CATASTROPHIC LEAVE PAY

- A. Catastrophic leave pay may be available to an employee as set forth herein pursuant to the provisions of Education Code section 87405. Catastrophic leave pay shall consist of the amount of sick leave credit, vacation time, or compensatory time off credits that are donated to the affected employee by other employees.
1. Donations of sick leave credit shall be made in blocks that are equivalent to one day of leave for the donating employee. An employee who donates sick leave credits shall be required to have a sick leave balance equivalent to five days (e.g., full-time employee = 40 hours) following the donation.
  2. Donations of vacation time or compensatory time off credits shall be made in blocks of not less than two hours per donating employee.
- B. For the purpose of calculating credits for an employee who receives catastrophic pay, the following shall apply:
1. If the employee who donates eligible time credits is at a different salary rate than the employee who receives the credits, the formula to be used shall be: Donating employee's hourly rate multiplied by number of hours donated equals \$X; \$X divided by receiving employee's hourly rate equals the number of catastrophic leave hours available to receiving employee.  
  
Example: Donating employee - Secretary (rate \$9.00 per hour) donates eight hours:  
$$\$9.00 \times 8 = \$72.00;$$
  
  
Receiving employee - Clerk (rate \$7.00 per hour) will be entitled to:  
$$\$72.00 \div \$7.00 = 10.29 \text{ hours of catastrophic leave credits.}$$
  2. If the employee or employees who donate eligible time credits are at the same salary rate as the employee who receives the credits, the receiving employee shall be credited with the number of hours donated.
  3. The receipt of donated time credits under this program shall not serve to extend or modify the terms or limitations of ARTICLE 5, LEAVES OF ABSENCE, paragraph 5.3, of this Agreement. However, at the written request of the employee, donated time credits shall be coordinated with differential pay during a period when the employee is on Extended Sick Leave in order to mitigate the impact of the deduction of the substitute's pay from the employee's regular pay. Further, at the written request of the employee, donated time credits shall be coordinated with Family Medical Leave Act benefits in order to provide a continuation of income, or to provide an extension of contributions for the District's health insurance package, or both during the period when the employee does not receive wages from the District.

C. The employee shall fill out an application form for catastrophic leave and shall attach a written statement and verification from a licensed physician or practitioner indicating the nature and extent of the illness or injury without revealing confidential medical information, the projected date of the employee's return to work, and a statement that the employee is medically unable to work due to the illness or injury.

1. Where the application is based on the catastrophic illness or injury of a member of the employee's immediate family, all required medical information, statements, and verifications shall be related to the affected family member. In addition, the employee shall attach a written statement indicating the circumstances that required the employee's absence from work. Finally, the employee shall be allowed and required to utilize all of the employee's regular sick leave as provided by ARTICLE 5, LEAVES OF ABSENCE, paragraph 5.3, inclusive, of the Agreement prior to the receipt of donated time credits.

D. The term "catastrophic illness or injury" shall be defined as set forth in Education Code section 87045(a)(1) which states:

"'Catastrophic illness' or 'injury' means an illness that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee's family which incapacity requires the employee to take time off from an extended period of time to care for the family member, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off."

# Summary of Benefits

## Self-Insured Schools of CA – SISC Dental Health Network

Anthem Dental Essential Choice PPO \$4000  
Anthem Blue Cross Dental

Effective Date: 10/1/19

### Your dental benefits at a glance:

Benefits*	In-Network	Out-of-Network
Coverage Year		Calendar Year
Office Visit Copay		\$0
Annual Deductible per insured person		\$0
Annual Benefit Maximum	\$4,000	\$250
• Diagnostic & Preventive Services are applied to the Annual Benefit Maximum		
Annual Implant Maximum	\$2,000	\$0
• Applies to the Annual Benefit Maximum		
Orthodontic Lifetime Benefit Maximum	\$2,000	\$2,000
• Per eligible person		
Dental Services *	In-Network Anthem Pays:	Out-of-Network Anthem Pays:
Diagnostic & Preventive Services	100% coinsurance	0% coinsurance
• Exams, cleanings, x-rays		
Basic (Restorative) Services	100% coinsurance	0% coinsurance
• Fillings, simple tooth extractions, sealants		
Endodontics (Surgical and Non-Surgical)	100% coinsurance	0% coinsurance
• Root canal and retreatments		
Periodontics (Surgical and Non-Surgical)	100% coinsurance	0% coinsurance
• Periodontal maintenance, scaling and root planning, periodontal Surgery		
Oral Surgery (Simple and Complex)	100% coinsurance	0% coinsurance
• Simple and surgical extraction		
Major (Restorative) Services	100% coinsurance	0% coinsurance
• Crowns, onlays, veneers		
Prosthodontics	50% coinsurance	0% coinsurance
• Dentures, bridges, implants		
Repairs/Adjustments	50% coinsurance	0% coinsurance
• Crown, denture, and bridge repairs		
• Denture and bridge adjustments		
Adult/Child Orthodontic Services	100% coinsurance	100% coinsurance
o No age limits apply		
Additional Services and Programs		
<b>Anthem Whole Health Connection - Dental<sup>SM</sup></b> - For members with certain health conditions, additional dental benefits are available without a deductible or waiting periods. Eligible services are paid at 100% and won't reduce your coverage year annual maximum (if applicable)		
<b>Accidental Dental Injury Benefit</b> - Provides members 100% coverage for accidental injuries to teeth up to the coverage year annual maximum (if applicable). No deductibles, member coinsurance, or waiting periods apply		
<b>Extension of Benefits</b> - Following termination of coverage, members are provided up to 60 days to complete treatment started prior to their termination of coverage under the plan and eligible services will be covered		
<b>International Emergency Dental Program-</b> - Provides emergency dental benefits while working or traveling abroad from licensed, English-speaking dentists. Eligible covered services will be paid 100% with no deductibles, member coinsurance, or waiting periods and won't reduce the member coverage year annual maximum (if applicable)		

\*This is not a contract; it is a partial listing of benefits and services. All covered services are subject to the conditions, limitations, exclusions, terms and provisions of your policy. In the event of a discrepancy between the information in this summary and the policy, your policy will prevail.

\*\*Reimbursement is based on the Anthem Fee Schedule for In-Network providers and the 90<sup>th</sup> percentile of FAIR health for Out-of-Network Providers.

**Need to contact us? Please call Anthem Dental Customer Service number at 1-844-729-1565**

# Your summary of benefits

Anthem Blue Cross

Your Plan: SISC 100-A \$20 Anthem Classic PPO

Your Network: Prudent Buyer PPO

*This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Certificate of Insurance or Evidence of Coverage (EOC). If there is a difference between this summary and the Certificate of Insurance or Evidence of Coverage (EOC), the Certificate of Insurance or Evidence of Coverage (EOC), will prevail.*

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Overall Deductible for all providers (calendar year)</b> <i>See notes section to understand how your deductible works.            Fourth quarter carryover applies. Deductible applies to out-of-pocket maximum.</i>	\$0 single / \$0 family	
<b>Out-of-Pocket Limit</b> <i>When you meet your out-of-pocket limit, you will no longer have to pay cost-shares during the remainder of your benefit period. Member copays and coinsurance for Emergency medical care with a Non-Network PPO provider also apply to the In-Network PPO out-of-pocket maximums. See notes section for additional information regarding your out of pocket maximum.</i>	\$1,000 single / \$3,000 family	No limit single / No limit family
<b>Preventive care/screening/immunization</b> <i>In-network preventive care is not subject to deductible, if your plan has a deductible.</i>	No charge	Not covered
<b>Doctor Home and Office Services</b>		
<b>Primary care visit to treat an injury or illness</b>	\$20 copay per visit	See footnote 1
<b>Specialist care visit</b>	\$20 copay per visit	See footnote 1
<b>Prenatal and Post-natal Care</b>	\$20 copay per visit	See footnote 1
<b>Other practitioner visits:</b> Retail health clinic Chiropractor services <i>Subject to medically necessity review administered by American Specialty Health (ASH).</i> Acupuncture <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 12 visit limit per calendar year.</i>	\$20 copay per visit 0% coinsurance 0% coinsurance	See footnote 1 Not covered 50% of maximum allowed amount

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p><b>Other services in an office:</b></p> <p>Allergy testing</p> <p>Chemo/radiation therapy</p> <p>Hemodialysis</p> <p><i>Coverage for Out-of-Network Provider is limited to \$350 maximum per visit.</i></p> <p>Prescription drugs</p> <p><i>For the drugs itself dispensed in the office thru infusion/injection</i></p>	<p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>See footnote 1</p> <p>See footnote 1</p> <p>All billed amounts exceeding \$350/visit</p> <p>See footnote 1</p>
<p><b>Diagnostic Services</b></p> <p><b>Lab:</b></p> <p>Office</p> <p>Freestanding Lab</p> <p>Outpatient Hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p> <p>Not covered</p>
<p><b>X-ray:</b></p> <p>Office</p> <p>Freestanding Radiology Center</p> <p>Outpatient Hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p> <p>Not covered</p>
<p><b>Advanced diagnostic imaging (for example, MRI/PET/CAT scans):</b></p> <p>Office</p> <p><i>Coverage for Out-of-Network Provider is limited to \$800 maximum per test.</i></p> <p>Freestanding Radiology Center</p> <p><i>Coverage for Out-of-Network Provider is limited to \$800 maximum per test.</i></p> <p>Outpatient Hospital</p> <p><i>Coverage for Out-of-Network Provider is limited to \$800 maximum per test.</i></p>	<p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>All billed amounts exceeding \$800/test</p> <p>All billed amounts exceeding \$800/test</p> <p>All billed amounts exceeding \$800/test</p>

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p><b>Emergency and Urgent Care</b></p> <p><b>Emergency room facility services</b> <i>Copay waived if admitted as inpatient. This is for the hospital/facility charge only. The ER physician charge may be separate.</i></p> <p><b>Emergency room doctor and other services</b></p>	<p>\$100 copay per admission and then 0% coinsurance</p> <p>0% coinsurance</p>	<p>Covered as In-Network</p> <p>Covered as In-Network</p>
<p><b>Ambulance (air and ground)</b></p>	<p>\$100 copay per trip, then 0% coinsurance</p>	<p>Covered as In-Network for true emergency</p>
<p><b>Urgent Care (physician services)</b></p>	<p>\$20 copay per visit</p>	<p>See footnote 1</p>
<p><b>Outpatient Mental/Behavioral Health and Substance Abuse</b></p> <p><b>Doctor office visit</b></p> <p><b>Facility visit:</b> Facility fees</p>	<p>\$20 copay per visit</p> <p>0% coinsurance</p>	<p>See footnote 1</p> <p>See footnote 1</p>
<p><b>Outpatient Surgery</b></p> <p><b>Facility fees:</b> Hospital</p> <p><b>Services and supplies for the following outpatient surgeries are subject to a benefit limit if performed in an outpatient hospital:</b></p> <ul style="list-style-type: none"> <li>○ Arthroscopy limited to \$4,500 per procedure</li> <li>○ Cataract surgery limited to \$2,000 per procedure</li> <li>○ Colonoscopy limited to \$1,500 per procedure</li> <li>○ Upper GI Endoscopy limited to \$1,000 per procedure</li> <li>○ Upper GI Endoscopy with biopsy limited to \$1,250 per procedure</li> </ul> <p>Freestanding Ambulatory Surgical Center <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per day.</i></p> <p><b>Doctor and other services</b></p>	<p>0% coinsurance</p> <p>0% coinsurance up to benefit limit</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>See footnote 1</p> <p>See footnote 1</p> <p>All billed amounts exceeding \$350/day</p> <p>See footnote 1</p>

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p><b>Hospital Stay (all inpatient stays including maternity, mental / behavioral health, and substance abuse)</b></p> <p><b>Facility fees (for example, room &amp; board)</b>  <i>Coverage is limited to \$600 maximum per day for non-emergency admission at a Non-Network provider.</i></p> <p><b>Doctor and other services</b></p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>All billed amounts exceeding \$600/day</p> <p>See footnote 1</p>
<p><b>Recovery &amp; Rehabilitation</b></p> <p><b>Home health care</b>  <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 100 visit limit per calendar year. Coverage for Out-of-Network Provider is limited to \$150 maximum per day.</i></p>	<p>0% coinsurance</p>	<p>All billed amounts exceeding \$150/day. See footnote 1.</p>
<p><b>Rehabilitation Habilitation services (for example, physical/occupational therapy):</b></p> <p>Office</p> <p>Outpatient hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p>
<p><b>Cardiac rehabilitation</b></p> <p>Office</p> <p>Outpatient hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p>
<p><b>Skilled nursing care (in a facility)</b>  <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 100 day limit per calendar year. Coverage for Out-of-Network Provider is limited to \$600 maximum per day.</i></p>	<p>0% coinsurance</p>	<p>All billed amounts exceeding \$600/day</p>
<p><b>Hospice</b>  <i>Deductible does not apply to In-Network providers.</i></p>	<p>No charge</p>	<p>All billed amounts exceeding the maximum allowed amount</p>
<p><b>Durable Medical Equipment</b></p>	<p>0% coinsurance</p>	<p>Not covered</p>
<p><b>Prosthetic Devices</b>  <i>Therapeutic shoes and inserts for members with diabetes are limited to 2 pairs per calendar year.</i></p>	<p>0% coinsurance</p>	<p>Not covered</p>



# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Hearing Aids</b> <i>Benefit is limited to \$700 every 24 months.</i>	0% coinsurance	See footnote 1
<b>Hip/Knee/Spine</b> <i>For inpatient services, this benefit is covered only when performed at a designated Blue Distinction Plus Center for Specialty Care. Subject to utilization review.</i>	0% coinsurance	Not covered
<b>Hemodialysis in an Outpatient facility</b> <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per visit.</i>	0% coinsurance	All billed amounts exceeding \$350/visit
<b>Home Infusion Therapy</b> <i>Coverage for Out-of-Network Provider is limited to \$600 maximum per day. Subject to utilization review.</i>	0% coinsurance	All billed amounts exceeding \$600/day
<b>Speech Therapy</b>	0% coinsurance	See footnote 1

Footnote 1: When using Non-Network PPO Providers, members are responsible for any difference between the maximum allowed and actual charges, as well as any deductible & percentage copay.



## Self-Insured Schools of California (SISC) Pharmacy Benefit Schedule

### PLAN RX 5-20

	Walk-In				Mail	
	Network		Costco		Costco	Navitus
Days' Supply*	30	90	30	90	90	30
Generic	\$5	N/A	<b>FREE</b>	<b>FREE</b>	<b>FREE</b>	N/A
Brand	\$20	N/A	\$20	\$50	\$50	N/A
Specialty	N/A	N/A	N/A	N/A	N/A	\$20
Out-of-Pocket Maximum	\$1,500 Individual / \$2,500 Family					

SISC urges members to use generic drugs when available. If you or your physician requests the brand name when a generic equivalent is available, you will pay the generic copay plus the difference in cost between the brand and generic. The difference in cost between the brand and generic will not count toward the Annual Out-of-Pocket Maximum.

\*Members may receive up to 30 days and/or up to 90 days supply of medication at participating pharmacies. Some narcotic pain and cough medications are not included in the Costco Free Generic or 90-day supply programs. Navitus contracts with most independent and chain pharmacies with the exception of Walgreens.

#### Mail Order Service

The Mail Order Service allows you to receive a 90-day supply of maintenance medications. This program is part of your pharmacy benefit and is **voluntary**.

#### Specialty Pharmacy

Navitus SpecialtyRx helps members who are taking medications for certain chronic illnesses or complex diseases by providing services that offer convenience and support. This program is part of your pharmacy benefit and is **mandatory**.

For information regarding the Prescription Drug Program call or visit on-line:  
Navitus Customer Care 1-866-333-2757 (toll-free) TTY (toll free) 711 [www.navitus.com](http://www.navitus.com)

Navi-Gate® for Members allows you to access personalized pharmacy benefit information online at [www.navitus.com](http://www.navitus.com). For information specific to your plan, visit Navi-Gate® for Members. Activate your account online using the Member Login link and an activation email will be sent to you. The site provides access to prescription benefits, pharmacy locator, drug search, drug interaction information, medication history, and mail order information. The site is available 24 hours a day, seven days a week.

# Your summary of benefits

Anthem Blue Cross

Your Plan: SISC 100-D \$20 Anthem Classic PPO

Your Network: Prudent Buyer PPO

*This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Certificate of Insurance or Evidence of Coverage (EOC). If there is a difference between this summary and the Certificate of Insurance or Evidence of Coverage (EOC), the Certificate of Insurance or Evidence of Coverage (EOC), will prevail.*

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Overall Deductible for all providers (calendar year)</b> <i>See notes section to understand how your deductible works.            Fourth quarter carryover applies. Deductible applies to out-of-pocket maximum.</i>	\$300 single / \$600 family	
<b>Out-of-Pocket Limit</b> <i>When you meet your out-of-pocket limit, you will no longer have to pay cost-shares during the remainder of your benefit period. Member copays and coinsurance for Emergency medical care with a Non-Network PPO provider also apply to the In-Network PPO out-of-pocket maximums. See notes section for additional information regarding your out of pocket maximum.</i>	\$1,000 single / \$3,000 family	No limit single / No limit family
<b>Preventive care/screening/immunization</b> <i>In-network preventive care is not subject to deductible, if your plan has a deductible.</i>	No charge	Not covered
<b>Doctor Home and Office Services</b>		
<b>Primary care visit to treat an injury or illness</b> <i>Deductible does not apply to In-Network providers.</i>	\$20 copay per visit	See footnote 1
<b>Specialist care visit</b> <i>Deductible does not apply to In-Network providers.</i>	\$20 copay per visit	See footnote 1
<b>Prenatal and Post-natal Care</b> <i>Deductible does not apply to In-Network providers.</i>	\$20 copay per visit	See footnote 1
<b>Other practitioner visits:</b> Retail health clinic <i>Deductible does not apply to In-Network providers.</i>	\$20 copay per visit	See footnote 1

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p>Chiropractor services <i>Subject to medically necessity review administered by American Specialty Health (ASH).</i></p> <p>Acupuncture <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 12 visit limit per calendar year.</i></p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>50% of maximum allowed amount</p>
<p><b>Other services in an office:</b></p> <p>Allergy testing</p> <p>Chemo/radiation therapy</p> <p>Hemodialysis <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per visit.</i></p> <p>Prescription drugs <i>For the drugs itself dispensed in the office thru infusion/injection</i></p>	<p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>See footnote 1</p> <p>See footnote 1</p> <p>All billed amounts exceeding \$350/visit</p> <p>See footnote 1</p>
<p><b>Diagnostic Services</b></p> <p><b>Lab:</b></p> <p>Office</p> <p>Freestanding Lab</p> <p>Outpatient Hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p> <p>Not covered</p>
<p><b>X-ray:</b></p> <p>Office</p> <p>Freestanding Radiology Center</p> <p>Outpatient Hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p> <p>Not covered</p>
<p><b>Advanced diagnostic imaging (for example, MRI/PET/CAT scans):</b></p> <p>Office <i>Coverage for Out-of-Network Provider is limited to \$800 maximum per test.</i></p> <p>Freestanding Radiology Center <i>Coverage for Out-of-Network Provider is limited to \$800 maximum per test.</i></p> <p>Outpatient Hospital <i>Coverage for Out-of-Network Provider is limited to \$800 maximum per test.</i></p>	<p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>All billed amounts exceeding \$800/test</p> <p>All billed amounts exceeding \$800/test</p> <p>All billed amounts exceeding \$800/test</p>

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p><b>Emergency and Urgent Care</b></p> <p><b>Emergency room facility services</b> <i>Copay waived if admitted as inpatient. This is for the hospital/facility charge only. The ER physician charge may be separate.</i></p> <p><b>Emergency room doctor and other services</b></p>	<p>\$100 copay per admission and then 0% coinsurance</p> <p>0% coinsurance</p>	<p>Covered as In-Network</p> <p>Covered as In-Network</p>
<p><b>Ambulance (air and ground)</b></p>	<p>\$100 copay per trip, then 0% coinsurance</p>	<p>Covered as In-Network for true emergency</p>
<p><b>Urgent Care (physician services)</b> <i>Deductible does not apply to In-Network providers.</i></p>	<p>\$20 copay per visit</p>	<p>See footnote 1</p>
<p><b>Outpatient Mental/Behavioral Health and Substance Abuse</b></p> <p><b>Doctor office visit</b> <i>Deductible does not apply to In-Network providers.</i></p> <p><b>Facility visit:</b> Facility fees</p>	<p>\$20 copay per visit</p> <p>0% coinsurance</p>	<p>See footnote 1</p> <p>See footnote 1</p>
<p><b>Outpatient Surgery</b></p> <p><b>Facility fees:</b> Hospital</p> <p><b>Services and supplies for the following outpatient surgeries are subject to a benefit limit if performed in an outpatient hospital:</b></p> <ul style="list-style-type: none"> <li>○ Arthroscopy limited to \$4,500 per procedure</li> <li>○ Cataract surgery limited to \$2,000 per procedure</li> <li>○ Colonoscopy limited to \$1,500 per procedure</li> <li>○ Upper GI Endoscopy limited to \$1,000 per procedure</li> <li>○ Upper GI Endoscopy with biopsy limited to \$1,250 per procedure</li> </ul> <p>Freestanding Ambulatory Surgical Center <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per day.</i></p> <p><b>Doctor and other services</b></p>	<p>0% coinsurance</p> <p>0% coinsurance up to benefit limit</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>See footnote 1</p> <p>See footnote 1</p> <p>All billed amounts exceeding \$350/day</p> <p>See footnote 1</p>

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p><b>Hospital Stay (all inpatient stays including maternity, mental / behavioral health, and substance abuse)</b></p> <p><b>Facility fees (for example, room &amp; board)</b>  <i>Coverage is limited to \$600 maximum per day for non-emergency admission at a Non-Network provider.</i></p> <p><b>Doctor and other services</b></p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>All billed amounts exceeding \$600/day</p> <p>See footnote 1</p>
<p><b>Recovery &amp; Rehabilitation</b></p> <p><b>Home health care</b>  <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 100 visit limit per calendar year. Coverage for Out-of-Network Provider is limited to \$150 maximum per day.</i></p>	<p>0% coinsurance</p>	<p>All billed amounts exceeding \$150/day. See footnote 1.</p>
<p><b>Rehabilitation Habilitation services (for example, physical/occupational therapy):</b></p> <p>Office</p> <p>Outpatient hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p>
<p><b>Cardiac rehabilitation</b></p> <p>Office</p> <p>Outpatient hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p>
<p><b>Skilled nursing care (in a facility)</b>  <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 100 day limit per calendar year. Coverage for Out-of-Network Provider is limited to \$600 maximum per day.</i></p>	<p>0% coinsurance</p>	<p>All billed amounts exceeding \$600/day</p>
<p><b>Hospice</b>  <i>Deductible does not apply to In-Network providers.</i></p>	<p>No charge</p>	<p>All billed amounts exceeding the maximum allowed amount</p>
<p><b>Durable Medical Equipment</b></p>	<p>0% coinsurance</p>	<p>Not covered</p>
<p><b>Prosthetic Devices</b>  <i>Therapeutic shoes and inserts for members with diabetes are limited to 2 pairs per calendar year.</i></p>	<p>0% coinsurance</p>	<p>Not covered</p>

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Hearing Aids</b> <i>Benefit is limited to \$700 every 24 months.</i>	0% coinsurance	See footnote 1
<b>Hip/Knee/Spine</b> <i>For inpatient services, this benefit is covered only when performed at a designated Blue Distinction Plus Center for Specialty Care. Subject to utilization review.</i>	0% coinsurance	Not covered
<b>Hemodialysis in an Outpatient facility</b> <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per visit.</i>	0% coinsurance	All billed amounts exceeding \$350/visit
<b>Home Infusion Therapy</b> <i>Coverage for Out-of-Network Provider is limited to \$600 maximum per day. Subject to utilization review.</i>	0% coinsurance	All billed amounts exceeding \$600/day
<b>Speech Therapy</b>	0% coinsurance	See footnote 1

Footnote 1: When using Non-Network PPO Providers, members are responsible for any difference between the maximum allowed and actual charges, as well as any deductible & percentage copay.



## Self-Insured Schools of California (SISC) Pharmacy Benefit Schedule

### PLAN RX 9-35

	Walk-In				Mail	
	Network		Costco		Costco	Navitus
Days' Supply*	30	90	30	90	90	30
Generic	\$9	N/A	<b>FREE</b>	<b>FREE</b>	<b>FREE</b>	N/A
Brand	\$35	N/A	\$35	\$90	\$90	N/A
Specialty	N/A	N/A	N/A	N/A	N/A	\$35
Out-of-Pocket Maximum	\$2,500 Individual / \$3,500 Family					

SISC urges members to use generic drugs when available. If you or your physician requests the brand name when a generic equivalent is available, you will pay the generic copay plus the difference in cost between the brand and generic. The difference in cost between the brand and generic will not count toward the Annual Out-of-Pocket Maximum.

\*Members may receive up to 30 days and/or up to 90 days supply of medication at participating pharmacies. Some narcotic pain and cough medications are not included in the Costco Free Generic or 90-day supply programs. Navitus contracts with most independent and chain pharmacies with the exception of Walgreens.

#### Mail Order Service

The Mail Order Service allows you to receive a 90-day supply of maintenance medications. This program is part of your pharmacy benefit and is **voluntary**.

#### Specialty Pharmacy

Navitus SpecialtyRx helps members who are taking medications for certain chronic illnesses or complex diseases by providing services that offer convenience and support. This program is part of your pharmacy benefit and is **mandatory**.

For information regarding the Prescription Drug Program call or visit on-line:  
Navitus Customer Care 1-866-333-2757 (toll-free) TTY (toll free) 711 [www.navitus.com](http://www.navitus.com)

Navi-Gate® for Members allows you to access personalized pharmacy benefit information online at [www.navitus.com](http://www.navitus.com). For information specific to your plan, visit Navi-Gate® for Members. Activate your account online using the Member Login link and an activation email will be sent to you. The site provides access to prescription benefits, pharmacy locator, drug search, drug interaction information, medication history, and mail order information. The site is available 24 hours a day, seven days a week.



# Your summary of benefits

Anthem Blue Cross

Your Plan: SISC 100-G \$20 Anthem Classic PPO

Your Network: Prudent Buyer PPO

*This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Certificate of Insurance or Evidence of Coverage (EOC). If there is a difference between this summary and the Certificate of Insurance or Evidence of Coverage (EOC), the Certificate of Insurance or Evidence of Coverage (EOC), will prevail.*

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Overall Deductible for all providers (calendar year)</b> <i>See notes section to understand how your deductible works.            Fourth quarter carryover applies. Deductible applies to out-of-pocket maximum.</i>	\$500 single / \$1,000 family	
<b>Out-of-Pocket Limit</b> <i>When you meet your out-of-pocket limit, you will no longer have to pay cost-shares during the remainder of your benefit period. Member copays and coinsurance for Emergency medical care with a Non-Network PPO provider also apply to the In-Network PPO out-of-pocket maximums. See notes section for additional information regarding your out of pocket maximum.</i>	\$1,000 single / \$3,000 family	No limit single / No limit family
<b>Preventive care/screening/immunization</b> <i>In-network preventive care is not subject to deductible, if your plan has a deductible.</i>	No charge	Not covered
<b>Doctor Home and Office Services</b>		
<b>Primary care visit to treat an injury or illness</b> <i>Deductible does not apply to In-Network providers.</i>	\$20 copay per visit	See footnote 1
<b>Specialist care visit</b> <i>Deductible does not apply to In-Network providers.</i>	\$20 copay per visit	See footnote 1
<b>Prenatal and Post-natal Care</b> <i>Deductible does not apply to In-Network providers.</i>	\$20 copay per visit	See footnote 1
<b>Other practitioner visits:</b>		
Retail health clinic <i>Deductible does not apply to In-Network providers.</i>	\$20 copay per visit	See footnote 1

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p>Chiropractor services <i>Subject to medically necessity review administered by American Specialty Health (ASH).</i></p> <p>Acupuncture <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 12 visit limit per calendar year.</i></p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>50% of maximum allowed amount</p>
<p><b>Other services in an office:</b></p> <p>Allergy testing</p> <p>Chemo/radiation therapy</p> <p>Hemodialysis <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per visit.</i></p> <p>Prescription drugs <i>For the drugs itself dispensed in the office thru infusion/injection</i></p>	<p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>See footnote 1</p> <p>See footnote 1</p> <p>All billed amounts exceeding \$350/visit</p> <p>See footnote 1</p>
<p><b>Diagnostic Services</b></p> <p><b>Lab:</b></p> <p>Office</p> <p>Freestanding Lab</p> <p>Outpatient Hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p> <p>Not covered</p>
<p><b>X-ray:</b></p> <p>Office</p> <p>Freestanding Radiology Center</p> <p>Outpatient Hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p> <p>Not covered</p>
<p><b>Advanced diagnostic imaging (for example, MRI/PET/CAT scans):</b></p> <p>Office <i>Coverage for Out-of-Network Provider is limited to \$800 maximum per test.</i></p> <p>Freestanding Radiology Center <i>Coverage for Out-of-Network Provider is limited to \$800 maximum per test.</i></p> <p>Outpatient Hospital <i>Coverage for Out-of-Network Provider is limited to \$800 maximum per test.</i></p>	<p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>All billed amounts exceeding \$800/test</p> <p>All billed amounts exceeding \$800/test</p> <p>All billed amounts exceeding \$800/test</p>

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p><b>Emergency and Urgent Care</b></p> <p><b>Emergency room facility services</b> <i>Copay waived if admitted as inpatient. This is for the hospital/facility charge only. The ER physician charge may be separate.</i></p> <p><b>Emergency room doctor and other services</b></p>	<p>\$100 copay per admission and then 0% coinsurance</p> <p>0% coinsurance</p>	<p>Covered as In-Network</p> <p>Covered as In-Network</p>
<p><b>Ambulance (air and ground)</b></p>	<p>\$100 copay per trip, then 0% coinsurance</p>	<p>Covered as In-Network for true emergency</p>
<p><b>Urgent Care (physician services)</b> <i>Deductible does not apply to In-Network providers.</i></p>	<p>\$20 copay per visit</p>	<p>See footnote 1</p>
<p><b>Outpatient Mental/Behavioral Health and Substance Abuse</b></p> <p><b>Doctor office visit</b> <i>Deductible does not apply to In-Network providers.</i></p> <p><b>Facility visit:</b> Facility fees</p>	<p>\$20 copay per visit</p> <p>0% coinsurance</p>	<p>See footnote 1</p> <p>See footnote 1</p>
<p><b>Outpatient Surgery</b></p> <p><b>Facility fees:</b> Hospital</p> <p><b>Services and supplies for the following outpatient surgeries are subject to a benefit limit if performed in an outpatient hospital:</b></p> <ul style="list-style-type: none"> <li>○ Arthroscopy limited to \$4,500 per procedure</li> <li>○ Cataract surgery limited to \$2,000 per procedure</li> <li>○ Colonoscopy limited to \$1,500 per procedure</li> <li>○ Upper GI Endoscopy limited to \$1,000 per procedure</li> <li>○ Upper GI Endoscopy with biopsy limited to \$1,250 per procedure</li> </ul> <p>Freestanding Ambulatory Surgical Center <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per day.</i></p> <p><b>Doctor and other services</b></p>	<p>0% coinsurance</p> <p>0% coinsurance up to benefit limit</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>See footnote 1</p> <p>See footnote 1</p> <p>All billed amounts exceeding \$350/day</p> <p>See footnote 1</p>

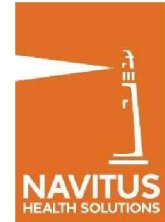
# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p><b>Hospital Stay (all inpatient stays including maternity, mental / behavioral health, and substance abuse)</b></p> <p><b>Facility fees (for example, room &amp; board)</b> <i>Coverage is limited to \$600 maximum per day for non-emergency admission at a Non-Network provider.</i></p> <p><b>Doctor and other services</b></p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>All billed amounts exceeding \$600/day</p> <p>See footnote 1</p>
<p><b>Recovery &amp; Rehabilitation</b></p> <p><b>Home health care</b> <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 100 visit limit per calendar year. Coverage for Out-of-Network Provider is limited to \$150 maximum per day.</i></p>	<p>0% coinsurance</p>	<p>All billed amounts exceeding \$150/day. See footnote 1.</p>
<p><b>Rehabilitation Habilitation services (for example, physical/occupational therapy):</b></p> <p>Office</p> <p>Outpatient hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p>
<p><b>Cardiac rehabilitation</b></p> <p>Office</p> <p>Outpatient hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p>
<p><b>Skilled nursing care (in a facility)</b> <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 100 day limit per calendar year. Coverage for Out-of-Network Provider is limited to \$600 maximum per day.</i></p>	<p>0% coinsurance</p>	<p>All billed amounts exceeding \$600/day</p>
<p><b>Hospice</b> <i>Deductible does not apply to In-Network providers.</i></p>	<p>No charge</p>	<p>All billed amounts exceeding the maximum allowed amount</p>
<p><b>Durable Medical Equipment</b></p>	<p>0% coinsurance</p>	<p>Not covered</p>
<p><b>Prosthetic Devices</b> <i>Therapeutic shoes and inserts for members with diabetes are limited to 2 pairs per calendar year.</i></p>	<p>0% coinsurance</p>	<p>Not covered</p>

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Hearing Aids</b> <i>Benefit is limited to \$700 every 24 months.</i>	0% coinsurance	See footnote 1
<b>Hip/Knee/Spine</b> <i>For inpatient services, this benefit is covered only when performed at a designated Blue Distinction Plus Center for Specialty Care. Subject to utilization review.</i>	0% coinsurance	Not covered
<b>Hemodialysis in an Outpatient facility</b> <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per visit.</i>	0% coinsurance	All billed amounts exceeding \$350/visit
<b>Home Infusion Therapy</b> <i>Coverage for Out-of-Network Provider is limited to \$600 maximum per day. Subject to utilization review.</i>	0% coinsurance	All billed amounts exceeding \$600/day
<b>Speech Therapy</b>	0% coinsurance	See footnote 1

Footnote 1: When using Non-Network PPO Providers, members are responsible for any difference between the maximum allowed and actual charges, as well as any deductible & percentage copay.



## Self-Insured Schools of California (SISC) Pharmacy Benefit Schedule

### PLAN RX 5-20

	Walk-In				Mail	
	Network		Costco		Costco	Navitus
Days' Supply*	30	90	30	90	90	30
Generic	\$5	N/A	<b>FREE</b>	<b>FREE</b>	<b>FREE</b>	N/A
Brand	\$20	N/A	\$20	\$50	\$50	N/A
Specialty	N/A	N/A	N/A	N/A	N/A	\$20
Out-of-Pocket Maximum	\$1,500 Individual / \$2,500 Family					

SISC urges members to use generic drugs when available. If you or your physician requests the brand name when a generic equivalent is available, you will pay the generic copay plus the difference in cost between the brand and generic. The difference in cost between the brand and generic will not count toward the Annual Out-of-Pocket Maximum.

\*Members may receive up to 30 days and/or up to 90 days supply of medication at participating pharmacies. Some narcotic pain and cough medications are not included in the Costco Free Generic or 90-day supply programs. Navitus contracts with most independent and chain pharmacies with the exception of Walgreens.

#### Mail Order Service

The Mail Order Service allows you to receive a 90-day supply of maintenance medications. This program is part of your pharmacy benefit and is **voluntary**.

#### Specialty Pharmacy

Navitus SpecialtyRx helps members who are taking medications for certain chronic illnesses or complex diseases by providing services that offer convenience and support. This program is part of your pharmacy benefit and is **mandatory**.

For information regarding the Prescription Drug Program call or visit on-line:  
Navitus Customer Care 1-866-333-2757 (toll-free) TTY (toll free) 711 [www.navitus.com](http://www.navitus.com)

Navi-Gate® for Members allows you to access personalized pharmacy benefit information online at [www.navitus.com](http://www.navitus.com). For information specific to your plan, visit Navi-Gate® for Members. Activate your account online using the Member Login link and an activation email will be sent to you. The site provides access to prescription benefits, pharmacy locator, drug search, drug interaction information, medication history, and mail order information. The site is available 24 hours a day, seven days a week.

## Plan G

### MEDICARE (PART A) – HOSPITAL SERVICES – PER BENEFIT PERIOD

- \* A benefit period begins on the first day you receive service as an inpatient in a hospital and ends after you have been out of the hospital and have not received skilled care in any other facility for 60 days in a row.

Services	Medicare Pays	Plan Pays	You Pay
<b>HOSPITALIZATION*</b> Semiprivate room and board, general nursing and miscellaneous services and supplies First 60 days 61 <sup>st</sup> thru 90 <sup>th</sup> day 91 <sup>st</sup> day and after: – While using 60 lifetime reserve days – Once lifetime reserve days are used: <ul style="list-style-type: none"> <li>▪ Additional 365 days</li> <li>▪ Beyond the additional 365 days</li> </ul>	All but \$1,364 All but \$341 a day All but \$682 a day \$0 \$0	\$1,364 (Part A Deductible) \$341 a day \$682 a day 100% of Medicare eligible expenses \$0	\$0 \$0 \$0 \$0** All costs
<b>SKILLED NURSING FACILITY CARE*</b> You must meet Medicare's requirements, including having been in a hospital for at least 3 days and entered a Medicare Approved facility within 30 days after leaving the hospital First 20 days 21 <sup>st</sup> thru 100 <sup>th</sup> day 101 <sup>st</sup> day and after	All approved amounts All but \$170.50 a day \$0	\$0 Up to \$170.50 a day \$0	\$0 \$0 All costs
<b>BLOOD</b> First 3 pints Additional amounts	\$0 100%	3 pints \$0	\$0 \$0
<b>HOSPICE CARE</b> You must meet Medicare's requirements, including a doctor's certification of terminal illness.	All but very limited copayment/coinsurance for outpatient drugs and inpatient respite care.	Medicare copayment/coinsurance	\$0

\*\*NOTICE: When your Medicare Part A hospital benefits are exhausted, the insurer stands in the place of Medicare and will pay whatever amount Medicare would have paid for up to an additional 365 days as provided in the policy's "Core Benefits." During this time the hospital is prohibited from billing you for the balance based on any difference between its billed charges and the amount Medicare would have paid.

## Plan G

### MEDICARE (PART B) – MEDICAL SERVICES – PER CALENDAR YEAR

\* Once you have been billed \$185 of Medicare Approved amounts for covered services (which are noted with an asterisk), your Part B Deductible will have been met for the calendar year.

Services	Medicare Pays	Plan Pays	You Pay
<b>MEDICAL EXPENSES – IN OR OUT OF THE HOSPITAL AND OUTPATIENT HOSPITAL TREATMENT</b> , such as Physician's services, inpatient and outpatient medical and surgical services and supplies, physical and speech therapy, diagnostic tests, durable medical equipment First \$185 of Medicare Approved amounts* Remainder of Medicare Approved amounts	\$0  Generally 80%	\$0  Generally 20%	\$185 (Part B Deductible) \$0
<b>PART B EXCESS CHARGES</b> (Above Medicare-approved amounts)	\$0	100%	\$0
<b>BLOOD</b> First 3 pints Next \$185 of Medicare Approved amounts* Remainder of Medicare Approved amounts	\$0 \$0 80%	All costs \$0 20%	\$0 \$185 (Part B Deductible) \$0
<b>CLINICAL LABORATORY SERVICES –</b> Tests For Diagnostic Services	100%	\$0	\$0

### PARTS A & B

<b>HOME HEALTH CARE</b> MEDICARE APPROVED SERVICES – Medically necessary skilled care services and medical supplies – Durable medical equipment: <ul style="list-style-type: none"> <li>▪ First \$185 of Medicare Approved amounts*</li> <li>▪ Remainder of Medicare Approved amounts</li> </ul>	100%  \$0 80%	\$0  \$0 20%	\$0  \$185 (Part B Deductible) \$0
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### OTHER BENEFITS – NOT COVERED BY MEDICARE

<b>FOREIGN TRAVEL – NOT COVERED BY MEDICARE</b> Medically necessary emergency care services beginning during the first 60 days of each trip outside the USA First \$250 each calendar year Remainder of Charges	\$0 \$0	\$0 80% to a lifetime maximum benefit of \$50,000	\$250 20% and amounts over the \$50,000 lifetime maximum
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## Benefit Highlights

WEST KERN COMMUNITY COLLEGE 04493

Effective January 1, 2019 to December 31, 2019

This is a short description of your plan benefits. For complete information, please refer to your Summary of Benefits or Evidence of Coverage. Limitations, exclusions, and restrictions may apply.

### Prescription Drugs

	Your Cost	
	Network Pharmacy (30-day retail supply)	Mail Service Pharmacy (90-day supply)
Initial Coverage Stage		
Tier 1: Preferred generic	\$5 copay	\$10 copay
Tier 2: Preferred brand (includes some generic)	\$15 copay	\$30 copay
Tier 3: Non-preferred drug (includes some generic)	\$30 copay	\$60 copay
Tier 4: Specialty tier	\$30 copay	\$60 copay
Coverage gap stage	After your total drug costs reach \$3,820, the plan continues to pay its share of the cost of your drugs and you pay your share of the cost	
Catastrophic coverage stage	After your total out-of-pocket costs reach \$5,100, you will pay the greater of \$3.40 copay for generic (including brand drugs treated as generic), \$8.50 copay for all drugs, or 5% coinsurance	

Plans are insured through UnitedHealthcare Insurance Company or one of its affiliated companies, a Medicare-approved Part D sponsor. Enrollment in the plan depends on the plan's contract renewal with Medicare.

Retiree plan prospects must meet the eligibility requirements to enroll for group coverage. This information is not a complete description of benefits. Contact the plan for more information. Limitations, copayments, and restrictions may apply. Drug lists (formulary), pharmacy network, premium and/or copayments/coinsurance may change each plan year.

## **Contract Teaching Faculty Observation Form**

Assoc. Professor's Name:

Date:

Location:

Time:

Observer's Name:

Class:

1. Relevancy of subject matter to course objectives

Excellent      Good    Satisfactory    Needs Improvement    Not Observed

2. Adaptation of materials to student needs

Excellent      Good    Satisfactory    Needs Improvement    Not Observed

3. Preparation

Excellent      Good    Satisfactory    Needs Improvement    Not Observed

4. Presentation of material is organized and stimulating

Excellent      Good    Satisfactory    Needs Improvement    Not Observed

5. Instructional techniques address diverse student learning styles

Excellent      Good    Satisfactory    Needs Improvement    Not Observed

6. Effective use of student time

Excellent      Good    Satisfactory    Needs Improvement    Not Observed

7. Critical thinking stimulation

Excellent      Good    Satisfactory    Needs Improvement    Not Observed

8. Enthusiasm for teaching

Excellent      Good    Satisfactory    Needs Improvement    Not Observed

9. Enthusiasm for subject

Excellent      Good    Satisfactory    Needs Improvement    Not Observed

10. Professionalism

Excellent      Good    Satisfactory    Needs Improvement    Not Observed

11. Rapport with students (tact, consideration, friendliness, humor)

Excellent      Good    Satisfactory    Needs Improvement    Not Observed

12. Communication with students

Excellent      Good    Satisfactory    Needs Improvement    Not Observed

13. Appropriate student participation

Excellent      Good    Satisfactory    Needs Improvement    Not Observed

14. Observer Comments:

15. Additional Observer comments for areas that have not been addressed:

16. Contract Faculty Member Comments:

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Evaluator Signature

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Date

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Contract Faculty Member Signature

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Date



## Contract Non-Teaching Faculty Non Counselor Observation Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Time: \_\_\_\_\_

Observer's Name: \_\_\_\_\_

### 1. Professionalism

a. Keeps current on trends & development in professional field and shows evidence in maintaining professional growth

Excellent      Good      Satisfactory      Needs improvement      Not applicable

b. Has a good rapport with colleagues

Excellent      Good      Satisfactory      Needs improvement      Not applicable

c. Accepts criticism

Excellent      Good      Satisfactory      Needs improvement      Not applicable

d. Submits required departmental reports on time

Excellent      Good      Satisfactory      Needs improvement      Not applicable

e. Maintain adequate and appropriate records

Excellent      Good      Satisfactory      Needs improvement      Not applicable

f. Observe health and safety regulations

Excellent      Good      Satisfactory      Needs improvement      Not applicable

g. Attend required meetings

Excellent      Good      Satisfactory      Needs improvement      Not applicable

2. Professional Contributions

a. Makes contributions to the department/college

Excellent      Good      Satisfactory      Needs improvement      Not applicable

b. Serve effectively on special assignments, committees, projects, research and development areas as needed by the department/college

Excellent      Good      Satisfactory      Needs improvement      Not applicable

c. Bears an appropriate share of responsibilities

Excellent      Good      Satisfactory      Needs improvement      Not applicable

d. Promote students' access to college wide services

Excellent      Good      Satisfactory      Needs improvement      Not applicable

e. Communicate well with faculty and staff

Excellent      Good      Satisfactory      Needs improvement      Not applicable

f. Provide students with materials that are appropriate to needs, able to refer students appropriately when necessary

Excellent      Good      Satisfactory      Needs improvement      Not applicable

g. Strive to maintain an environment conducive to study, data collection and learning

Excellent      Good      Satisfactory      Needs improvement      Not applicable

h. Demonstrates sensitivity in working with diverse populations of students

Excellent      Good      Satisfactory      Needs improvement      Not applicable

i. Works effectively with faculty and staff

Excellent      Good      Satisfactory      Needs improvement      Not applicable

3. Observer Comments:

4. Additional comments for areas that have not been addressed:

5. Contract Faculty Member Comments:

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contract Faculty Member Signature

\_\_\_\_\_  
Date



## Contract Non Teaching Faculty Counselor Observation Form

Assoc. Professor's Name:

Date:

Location:

Time:

Observer's Name:

The most important element in the development of competence is specific and accurate feedback concerning performance strengths and areas in need of further development. A counselor's peers represent the best means to assess certain areas of counselor performance. The evaluation will be divided into two parts. The first part is concerned with counselor competencies and relations with students. It is similar to the form filled out by the students. The second part is concerned with other areas on which peers are qualified to evaluate.

Counseling Responsibilities – Rate the counselor in terms of competence in the following.

	Excellent	Good	Average	Below Average	N/A
<b>A. Competence in Counseling</b>					
1. Makes effective use of preparation time by reviewing student folders prior to the interview and researches problems brought by counselees.					
2. Finds answers to problems brought by counselees or directs them to other sources of information.					
3. Knows appropriate time to make a referral of counselees to another agency or specialist for help. (Does not attempt to counsel in areas for which he/she is unprepared or to handle personal problems beyond the scope of the college counselor.)					
4. Is knowledgeable of student support services available at the college, e.g. Financial Aid, Career Guidance, Learning Center.					
5. Is knowledgeable in such areas as district and college policies and requirements affecting students.					
6. Helps counselees to discover effective ways of dealing with their situation.					
7. Supports counselees in seeking solutions to a problem rather than trying to solve it for them.					
8. Knows graduation requirements for the college.					
9. Is knowledgeable regarding transfer requirements at colleges and universities to which students may be transferring.					
10. Knows entrance and graduation requirements at colleges and universities to which students may be transferring.					

11. Has the ability to assist counselees in obtaining career information.					
12. Is knowledgeable about current trends and recent developments in the field of counseling.					
13. Presents ideas clearly.					
14. Demonstrates listening skills through attentiveness and ability to convey understanding of views expressed.					
15. Shows evidence of ability to understand perspective of counselees.					
16. Is able to assist individuals in defining the problem or concern.					
17. Demonstrates acceptance of other individuals.					
18. Adheres to the principle of confidentiality.					
<b>B. Relations with Students</b>					
1. Establishes rapport with counselees. (Is friendly, sincere, and shows an interest in their problems.)					
2. Provides adequate privacy for the counseling interview.					
3. Provides an opportunity for counselee to express needs and concerns.					
4. Creates an atmosphere, which enables counselees to feel comfortable.					
5. Gives counselees an opportunity for follow-up.					
6. Focuses attention on counselees during the session.					

**COMMENTS: COUNSELOR**

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Instructor:

Course:

Date:

**Regular Effective Contact:** DE courses are considered the “virtual equivalent” to in-person courses. Instructor regularly initiates interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course.

- [Taft College Regular Effective Contact Procedure: AP 4105](#)

Regular Effective Contact	Yes	No	Notes
1. Syllabus includes a communication policy that covers the following: a. Specify frequency of all contact initiated by the instructor. <i>For example, state how often students can expect to receive a class email or how long a student should expect to wait to receive</i>			
b. Specify timeliness of response to student-initiated contact. <i>For example, “Monday-Thursday I usually respond to your emails within 24 hours. I will respond to emails sent Friday-Sunday on</i>			
c. Explain course policy regarding student-initiated contact (where to post questions, assignments, etc.)			
d. Important dates, such as assignment and assessment deadlines are clearly visible.			
e. Instructor contact information includes virtual or in-person office hours.			
2. Weekly contact is maintained and occurs as often as is appropriate for the course.			
3. Frequent and substantive feedback is provided throughout the course. <i>This includes individual feedback on assignments and discussions, but can also include prepared feedback utilizing tools such as rubrics and quizzes feedback.</i>			

Regular Effective Contact	Yes	No	Notes
4. Regarding the type of contact that will exist in all Taft College distance learning courses, <b>instructors will use three or more</b> of the following methods to maintain contact with students (check all that apply):			
a. Orientation materials.			
b. Weekly announcements in the course management system.			
c. Threaded discussion boards within the course management system with appropriate instructor participation. "Questions for the Instructor" forums are good, but should be used in conjunction with other forums.			
d. Email contact (within or outside the CMS).			
e. Participation in online group collaboration projects.			
f. Face-to-face informal meetings (e.g. review sessions).			
g. Face-to-face formal meetings (e.g. regular, scheduled class sessions).			
h. Feedback for student work.			
i. Podcasts.			
j. Instructor-prepared e-lectures or publisher-created e-lectures or materials (written, recorded, broadcast, etc.) that facilitate the "virtual equivalent" of the face-to-face class.			
k. Virtual Office hours via the chat function in the course management system or other synchronous systems such as CCC Confer.			
l. Screencasts.			
m. Personalized feedback for student work.			
n. Voicemail and telephone.			
o. Interactive mobile technologies (Chat, Text, Instagram, Facebook, Twitter, etc.).			
p. Videoconferencing (Skype, CCC Confer, FaceTime).			
q. Live orientation or review sessions.			
r. Others as appropriate.			

**Accessibility:** DE courses will allow a student using assistive technologies the ability to access the instructor’s course content as required by Section 508 of the Rehabilitation Act of 1973 (also known as “508 Compliance”).

- [Taft College Accessibility Standards: AP 5145](#)

Accessibility	Yes	No	Notes
1. All learning activities and/or instructional media are accessible.			
a. Videos are accurately captioned.			
b. Audio files are transcribed.			
c. Objects (including images, tables, and charts) have alternative text.			
d. Course materials are “readable” in terms of effective font, color contrast, and spacing. Color blindness color chart is followed and/or is not the only method used to convey meaning.			
e. Hyperlink text is meaningful.			
f. Documents are created in such a way that screen reading software is able to “read” them. (i.e. styles are used; column header rows in tables are specified, etc.)			

**Course Content:** DE courses shall have content organized in a way that enables logical navigation and makes learning objectives clear.

Course Content	Yes	No	Notes
1. Course learning objectives are made visible to students throughout the course.			
a. Course content is clearly aligned with and sufficient to meet the learning objectives.			
b. Assessments appear to align with the objectives.			
2. Navigation and content flow are easily determined by the user.			
3. Course design includes instructions for learners to work with content in meaningful ways (i.e. guiding students to take notes during a video; explaining what to look for in an article, etc.).			



## Contract Teaching Faculty Self Evaluation Guidelines

### 1. SUBJECT MATTER

Subject matter refers to the areas of your teaching responsibilities.

#### *Curriculum Development*

List each course you teach and describe your activities in implementing or improving each course. A wide variety of activities could be included here, e.g., developing evaluation tools, textbook review and implementation, course related website development, redesigning a laboratory exercise, developing course objectives, etc.

#### *Professional Development in Subject Matter Areas*

Describe any activities that improved your knowledge or experience in your subject areas.

### 2. INSTRUCTIONAL METHODOLOGY

#### *Instructional Strategies*

Describe the strategies you use in your classes. For example, address any of the following suggested areas that are appropriate to your teaching style and philosophy.

It is not necessary to address each of these items

- a. How do you implement the cognitive ladder in your classes (Bloom's Taxonomy)?
- b. How do you address student's differing learning styles in your class activities?
- c. How do you encourage contact between instructor and student?
- d. How do you develop reciprocity and cooperation among students?
- e. How do you use active learning techniques?
- f. How do you practice prompt feedback?
- g. How do you emphasize time on task?
- h. How do you emphasize high expectations?
- i. How do you respect diverse talents and ways of learning?
- j. How do you use learning objectives on course content?
- k. How do you assess for learning objectives on course content?
- l. How do you incorporate multiculturalism into your courses?

#### *Self-Development Activities in the Area of Instructional Skills*

List any activities in which you participated to improve instructional methods.

#### *Attach a Complete Curriculum Packet*

You may be asked to submit additional packets. The packet should include a syllabus, a sample lesson, a sample assignment and a sample assessment i.e. test or quiz and an explanation of how the evaluation is accomplished.

### 3. PROFESSIONAL RELATIONS

#### *College Relations*

##### 3.1.1 Division Service

Describe your current and planned involvement within your division.

##### 3.1.2 College Service

List your committee assignments and describe your participation in those committees.

List any other college service you are involved with and describe this service.

#### 3.2 *Peer Relations*

Relate the ways you are involved with your peers on campus to improve the college in these sections.

3.2.1 List of your peer evaluation committee members.

3.2.2 Response to peer classroom observation/evaluations.

Respond to the evaluations issued by your peers.

3.2.3 Other activities with your peer committee or other faculty.

Explain other activities you may participate in with faculty such as class visitations, co-development efforts in coursework, field investigation, etc.

#### 3.3 *Student Relations*

3.3.1 Response to student evaluations.

3.3.2 Ethnic/cultural/age/gender/disability diversity sensitivity development.

Describe your efforts to develop a depth of awareness to other cultures, value systems, ethnic heritage, age and gender related issues, and/or other areas related to the diversity of people we serve.

#### 3.4 *Community Relations*

3.4.1 Describe your activities in community service outside of Taft College.

3.4.2 Describe your efforts to discover the Taft College community.

3.4.3 Describe your efforts to help others discover Taft College.

## **Contract Non-Teaching Non Counselor Faculty Self Evaluation Guidelines**

### **SELF-EVALUATION**

#### **Indicate . . .**

- ✓ Positive attributes
- ✓ Areas for improvement
- ✓ Plan to enhance overall competency
- ✓ Faculty member's action plan
- ✓ Supervisor's action plan

#### **General areas to be considered . . .**

- ✓ Each area of responsibility
- ✓ Methodology
- ✓ Professional relations
  - ✓ College relations
    - ◆ Describe your current and planned involvement within your areas of responsibility including improving learning outcomes
    - ◆ List your committee assignments and describe your participation on those committees
  - ✓ Peer relations
    - ◆ Relate the ways you are involved with your peers on campus to improve the college
    - ◆ List your peer committee members

✓ Student relations

- ◆ Response to student evaluations
- ◆ Describe your efforts to develop a depth of awareness to other cultures, value systems, ethnic heritage, age, and gender and disability related issues, and/or other areas related to the diversity of the people served by Taft College

✓ Community relations

- ◆ Describe your activities in community service outside of Taft College
- ◆ Describe your efforts to discover the Taft College community
- ◆ Describe your efforts to help others discover Taft College

My self-evaluation was discussed with my immediate supervisor and /or the Vice President.

\_\_\_\_\_  
Contract Faculty Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervising Administrator Signature

\_\_\_\_\_  
Date





**Contract Non Teaching Counselors Self Evaluation Guidelines**

Employee Name (Last, First, Middle)	
Role Title and/or Working Title	Supervisor Name
List your work related accomplishments and/or contributions for this performance cycle. Including any training/development classes, projects, completed assignments, and anything else that you think should be included.	
What areas of your performance have you been most successful?	
Are there any aspects of your work where you have not done as well as hoped and why? (Give examples). What things could be done to improve on these aspects on your part, your supervisor's, and the department/organization?	
List any training and/or development activities that would help you improve your work performance or enhance your career objectives.	
List a particular goal/achievement(s) you would like to complete in the next performance year. What guidelines have you set up to accomplish these and how can your supervisor and the department assist you in achieving these goals?	
Does your current work profile accurately reflect the duties of your position? If not how does it need to be amended?	

List strategies you utilize to facilitate student learning and independent decision-making.

**COMMENTS**

Supervisor's Signature:

Date:

Employee's Signature:

Date:

# Taft College Student Evaluation of Instructor and Course

The following statements reflect some of the ways that instructors can be described. Please use the following scale to indicate the degree to which you think the statement is descriptive of the instructor under your consideration:

A=Excellent, B=Good, C=Average, D=Unsatisfactory, F=Fail, N/A=Not Applicable

<b>The Instructor . . .</b>	A	B	C	D	F	N/A
1. Is knowledgeable in the subject area .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. States clearly the course objectives and requirements .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. States clearly the assignment requirements .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Uses a variety of instructional techniques .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Presents material in an organized, stimulating manner .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Encourages student participation.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Responds to students' questions for clarification .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. States clearly the grading policy and consistently practices it.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Uses student time effectively .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is helpful and genuinely interested in students .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Provides timely feedback on tests and assignments.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Shows respect for student ethnic, religious and/or gender differences ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is willing to provide individual assistance .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is available for consultation .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Please provide an overall rating for . . .</b>						
15. This instructor .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. This course.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Textbook(s).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18a. Would you recommend this instructor to a friend?  
 Definitely Yes       Probably Yes       Probably No       Definitely No

18b. Why would you recommend or not recommend this instructor?

19. How can Taft College improve this course?

20. Comments? (Please use the back of this form if you need additional space)

Thank you for your participation!  
 Results of this evaluation will be given to the instructor AFTER grades are submitted.

# Taft College Evaluación Del Instructor Y Curso

Las siguientes frases pueden ser utilizadas para describir las habilidades y técnicas del profesor indicado. Utilizando la escala a la derecha, escoja la calificación que usted considere que mejor describa al maestro. Rellene el círculo con la respuesta que corresponda con su respuesta:

A= Excelente, B=Bueno, C=Promedio, D= Insatisfactorio, F= reprovado, N/A=No aplicable

<b>El Maestro . . .</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>	<b>N/A</b>
1. Sabe mucho de la materia del curso.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Aclara bien los objetivos y requisitos del curso .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Explica bien las tareas que se requieren .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Usa varios métodos para enseñar .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Presenta la materia en una manera estimulante y organizada.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Contesta las preguntas de los estudiantes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Responde claramente a las preguntas de los estudiantes .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Explica claramente la póliza de las normas de calificación .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Usa efectivamente el tiempo con los estudiantes .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Es acomedido y tiene gran interés por enseñar a los estudiantes .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Da calificaciones en un tiempo moderado .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Muestra respeto hacia los estudiantes según las diferentes étnicas, religiones, y sexos .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Trata de proveer asistencia individual a los alumnos .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Está disponible para contestar preguntas.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Por favor ofrezca información general del . . .</b>						
15. ... Maestro .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. ... Curso .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. ... Libro(s) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18a. ¿Recomendaría este maestro a sus amigos?  
 Definitivamente sí     Probablemente sí     Probablemente no     Definitivamente no

18b. ¿Por qué usted recomendaría o no recomendaría a este instructor?

19. ¿Cómo puede la universidad de Taft mejorar este curso?

20. ¿Comentarios? (Utilice por favor la parte posterior de esta forma si usted necesita el espacio adicional.)

¡Gracias por tu participación!  
 Los resultados de esta evaluación estarán dados al instructor después que las calificaciones finales estén revisadas.

# Taft College Student Evaluation of Counselor

You recently met with the counselor listed below. The following statements reflect some of the ways that counselors can be described. Please use the following scale to indicate the degree to which you think the statement is descriptive of the counselor under your consideration:  
 A = Excellent, B = Good, C = Average, D = Unsatisfactory, F = Fail, N/A = Not Applicable

Counselor's Name:	Date:
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Please indicate under which circumstances you saw this counselor:

Scheduled appointment                       Drop-in

What was the primary purpose of this meeting with the counselor? (Check all that apply)

Establishing educational goals or academic counseling  
 Determining course options or pre-registration counseling  
 Career counseling  
 Personal counseling  
 Other (briefly describe) \_\_\_\_\_

<b>The Advisor/Counselor:</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>	<b>N/A</b>
1. Is available when I need assistance .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is approachable and easy to talk with .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is interested and enthusiastic .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Gives clear explanations.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Encourages me to play an active role in achieving my education goals .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Helps me to identify obstacles that I need to overcome to achieve my educational goals (childcare, transportation, etc) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Allows me sufficient time to discuss issues and concerns.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rate the following questions if they apply to your counseling session:</b>						
9. Made appropriate referrals to other college resources (tutoring, financial aid, etc) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Provided useful and relevant career counseling information. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Provided help with personal concerns .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Made appropriate on campus or off campus referrals to help me solve my personal problems .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

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## Evaluación del consejero en Taft College por el estudiante

Usted recientemente se ha reunido con el consejero, mencionado arriba. Las siguientes declaraciones reflejan algunas de las maneras que consejeros pueden ser descritos. Utilice por favor la siguiente escala para indicarle el grado en que usted piensa que la declaración descrita del consejero es en su consideración.

A= Excelente, B=Bueno, C=Promedio, D= Insatisfactorio, F= Reprobado, N/A=No aplicable

Nombre del Consejero:

Fecha:

Indique por favor bajo qué circunstancias usted visito a este consejero:

Hizo una Cita

Visitó en horas abiertas

¿Cuál fue el principal motivo de su visita con el consejero? (Marque todas las casillas que se apliquen)

- Establecimiento de metas educativas o consejería académica
- Determinar otras alternativas respecto a las clases o para pre-inscripción
- Consejería relacionada a las carreras
- Consejería personal
- Otro (describa brevemente) \_\_\_\_\_

Consejero:	A	B	C	D	F	N/ A
1. El Consejero está disponible cuando necesito ayuda .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. El Consejero (a) es accesible y muestra interés al conversar.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. El Consejero (a) muestra interés y entusiasmo .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. El Consejero (a) me da explicaciones claras.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. El Consejero (a) me aconseja y motiva a lograr mis metas educacionales .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. El Consejero (a) me ayuda a identificar los obstáculos que necesito para vencer y lograr mis objetivos educacionales (cuidado de niños y transportación etc.) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. El Consejero (a) me permite tiempo suficiente para discutir problemas que me conciernen. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Califique las siguientes preguntas solo si se aplican a su sesión de consejería:</b>						
9. El Consejero (a) hace referencias adecuadas para otros recursos colegiales (tutoría, ayuda financiera, etc.) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. El Consejero (a) provee información académica útil y relevante .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. El Consejero (a) me ayuda con asuntos personales .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. El Consejero (a) hace las referencias adecuadas dentro y fuera del College para resolver mis problemas personales .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comentarios adicionales:

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## **Contract Faculty Peer Evaluation Committee Checklist**

**Include the following items in the document packet from the Division Chair to the Supervising Administrator:**

- Observation Forms**
- Self Evaluation**
- Peer Evaluation Committee Recommendation**
- Comments in Support of Recommendation**



*Memorandum*

Date:  
To: [Supervising Administrator]  
From: [Division Chair]  
Re: Peer Evaluation Committee Recommendation

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The following recommendation is based upon a combination of evaluative methods:

1. Peer classroom observation by each member of the peer evaluation committee.
2. Discussion of classroom observation between each committee member and instructor.
3. Committee discussion, comparison, and evaluation of classroom observations.
4. Committee examination and discussion of student evaluations.
5. Committee examination of instructor's written self-evaluation.
6. Committee examination of written course materials (syllabus, sample lesson, sample assignment, sample assessment i.e. test or quiz and explanation of how the evaluation is accomplished) as provided by the instructor.

Recommendation for: \_\_\_\_\_ (Associate Professor Name)

- Recommendation:  Retention for 20xx – 20xx  
 Retention for 20xx – 20xx with Qualification  
 Non-retention

Peer Evaluation Committee Members (administrators should not be members of the peer committee, and division chairs may or may not be on the peer committee):

Name	_____ Signature _____	Date	_____
Name	_____ Signature _____	Date	_____
Name	_____ Signature _____	Date	_____
Name	_____ Division Chair Signature _____	Date	_____





## **Contract Faculty Supervising Administrator Checklist**

*Associate Professor Name*

**Include the following items in the document packet from Supervising Administrator to the Human Resources Department:**

- Observation Forms**
- Self Evaluation**
- Peer Evaluation Committee Recommendation**
- Supervising Administrator Recommendation**



## *Memorandum*

Date:

To: Human Resources

From: Supervising Administrator

Re: Evaluation Recommendation

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The following recommendation is based upon a combination of evaluative methods:

1. Peer classroom/workplace observation by each member of the peer evaluation committee.
2. Administrator classroom observation.
3. Discussion of classroom observation between each committee member and instructor.
4. Committee discussion, comparison, and evaluation of classroom observations.
5. Committee examination and discussion of student evaluations.
6. Supervising Administrator examination and discussion of student evaluations.
7. Committee examination of instructor's written self-evaluation.
8. Supervising Administrator's examination of instructor's written self-evaluation.
9. Committee examination of written course materials (syllabus, sample lesson, sample assignment, sample assessment i.e. test or quiz and explanation of how the evaluation is accomplished) as provided by the instructor.
10. Supervising Administrator examination of written course materials (syllabus, sample lesson, sample assignment, sample assessment i.e. test or quiz and explanation of how the evaluation is accomplished) as provided by the instructor.
11. Peer evaluation committee recommendation

Recommendation for:

- Recommendation:  Retention for 20xx – 20xx  
 Retention for 20xx – 20xx with Qualification  
 Non-retention

Instructor's Name \_\_\_\_\_

Date \_\_\_\_\_

Supervising Administrator \_\_\_\_\_

Date \_\_\_\_\_



TENURED TEACHING FACULTY EVALUATION  
STATEMENT OF COMPLIANCE

\_\_\_\_\_  
(Professor)

20xx-xx  
(Academic Year)

1. **Self Evaluation.** A written evaluation indicating positive attributes, shortcomings, and a possible plan to enhance overall competency. Four general areas are to be considered:

- (1) Subject Matter      (2) Methodology      (3) Professional Relations      (4) Growth Plan

My self evaluation was discussed with \_\_\_\_\_ on \_\_\_\_\_  
(Division Chair Signature) (Date)

or \_\_\_\_\_ on \_\_\_\_\_  
(Supervising Administrator Signature) (Date)

\_\_\_\_\_  
(Professor Signature)

2. **Peer Evaluation.** Within this context the optimum benefit to each teacher may result from the interaction among three faculty members on an informal basis. Outcomes of such faculty sharing could be improved techniques of instruction and such other goals and objectives as are individually selected. My self evaluation has been reviewed with my peer committee.

My committee members are:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Signature) (Signature) (Signature)

Peer evaluation was completed on \_\_\_\_\_ on \_\_\_\_\_  
(Date) (Professor Signature)

3. **Student Evaluation.**

The results of the student evaluations were discussed with \_\_\_\_\_ on \_\_\_\_\_  
(Division Chair Signature) (Date)

or \_\_\_\_\_ on \_\_\_\_\_  
(Supervising Administrator Signature) (Date)

\_\_\_\_\_  
(Professor Signature)

4. My evaluation was discussed with my Supervising Administrator and is attached to this form:

\_\_\_\_\_  
(Professor Signature) (Supervising Administrator Signature) (Date)

## Adjunct Teaching Faculty Observation Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Time: \_\_\_\_\_

Observer's Name: \_\_\_\_\_ Class: \_\_\_\_\_

1. Relevancy of subject matter to course objectives

Excellent      Good      Satisfactory      Needs Improvement      Not Observed

2. Adaptation of materials to student needs

Excellent      Good      Satisfactory      Needs Improvement      Not Observed

3. Preparation

Excellent      Good      Satisfactory      Needs Improvement      Not Observed

4. Presentation of material is organized and stimulating

Excellent      Good      Satisfactory      Needs Improvement      Not Observed

5. Instructional techniques address diverse student learning styles

Excellent      Good      Satisfactory      Needs Improvement      Not Observed

6. Effective use of student time

Excellent      Good      Satisfactory      Needs Improvement      Not Observed

7. Critical thinking stimulation

Excellent      Good      Satisfactory      Needs Improvement      Not Observed

8. Enthusiasm for teaching

Excellent      Good    Satisfactory    Needs Improvement    Not Observed

9. Enthusiasm for subject

Excellent      Good    Satisfactory    Needs Improvement    Not Observed

10. Professionalism

Excellent      Good    Satisfactory    Needs Improvement    Not Observed

11. Rapport with students (tact, consideration, friendliness, humor)

Excellent      Good    Satisfactory    Needs Improvement    Not Observed

12. Communication with students

Excellent      Good    Satisfactory    Needs Improvement    Not Observed

13. Appropriate student participation

Excellent      Good    Satisfactory    Needs Improvement    Not Observed

14. Observer Comments:

15. Additional Observer comments for areas that have not been addressed:

16. Adjunct Faculty Member Comments:

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Evaluator Signature

---

Date

---

Adjunct Faculty Member Signature

---

Date



## Adjunct Non-Teaching Faculty Non Counselor Observation Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Time: \_\_\_\_\_

Observer's Name: \_\_\_\_\_

### 1. Professionalism

a. Keeps current on trends & development in professional field and shows evidence in maintaining professional growth

Excellent      Good      Satisfactory      Needs improvement      Not applicable

b. Has a good rapport with colleagues

Excellent      Good      Satisfactory      Needs improvement      Not applicable

c. Accepts criticism

Excellent      Good      Satisfactory      Needs improvement      Not applicable

d. Submits required departmental reports on time

Excellent      Good      Satisfactory      Needs improvement      Not applicable

e. Maintain adequate and appropriate records

Excellent      Good      Satisfactory      Needs improvement      Not applicable

f. Observe health and safety regulations

Excellent      Good      Satisfactory      Needs improvement      Not applicable

g. Attend required meetings

Excellent      Good      Satisfactory      Needs improvement      Not applicable

2. Professional Contributions

a. Makes contributions to the department/college

Excellent      Good      Satisfactory      Needs improvement      Not applicable

b. Serve effectively on special assignments, committees, projects, research and development areas as needed by the department/college

Excellent      Good      Satisfactory      Needs improvement      Not applicable

c. Bears an appropriate share of responsibilities

Excellent      Good      Satisfactory      Needs improvement      Not applicable

d. Promote students' access to college wide services

Excellent      Good      Satisfactory      Needs improvement      Not applicable

e. Communicate well with faculty and staff

Excellent      Good      Satisfactory      Needs improvement      Not applicable

f. Provide students with materials that are appropriate to needs, able to refer students appropriately when necessary

Excellent      Good      Satisfactory      Needs improvement      Not applicable

g. Strive to maintain an environment conducive to study, data collection and learning

Excellent      Good      Satisfactory      Needs improvement      Not applicable

h. Demonstrates sensitivity in working with diverse populations of students

Excellent      Good      Satisfactory      Needs improvement      Not applicable

i. Works effectively with faculty and staff

Excellent      Good      Satisfactory      Needs improvement      Not applicable

3. Observer Comments:

4. Additional comments for areas that have not been addressed:

5. Adjunct Faculty Member Comments:

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adjunct Faculty Member Signature

\_\_\_\_\_  
Date





## Adjunct Non Teaching Faculty Counselor Observation Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Time: \_\_\_\_\_

Observer's Name: \_\_\_\_\_

The most important element in the development of competence is specific and accurate feedback concerning performance strengths and areas in need of further development. A counselor's peers represent the best means to assess certain areas of counselor performance. The evaluation will be divided into two parts. The first part is concerned with counselor competencies and relations with students. It is similar to the form filled out by the students. The second part is concerned with other areas on which peers are qualified to evaluate.

Counseling Responsibilities – Rate the counselor in terms of competence in the following.

	Excellent	Good	Average	Below Average	N/A
<b>A. Competence in Counseling</b>					
1. Makes effective use of preparation time by reviewing student folders prior to the interview and researches problems brought by counselees.					
2. Finds answers to problems brought by counselees or directs them to other sources of information.					
3. Knows appropriate time to make a referral of counselees to another agency or specialist for help. (Does not attempt to counsel in areas for which he/she is unprepared or to handle personal problems beyond the scope of the college counselor.)					
4. Is knowledgeable of student support services available at the college, e.g. Financial Aid, Career Guidance, Learning Center.					
5. Is knowledgeable in such areas as district and college policies and requirements affecting students.					
6. Helps counselees to discover effective ways of dealing with their situation.					
7. Supports counselees in seeking solutions to a problem rather than trying to solve it for them.					
8. Knows graduation requirements for the college.					
9. Is knowledgeable regarding transfer requirements at colleges and universities to which students may be transferring.					
10. Knows entrance and graduation requirements at colleges and universities to which students may be transferring.					





Instructor:

Course:

Date:

**Regular Effective Contact:** DE courses are considered the “virtual equivalent” to in-person courses. Instructor regularly initiates interaction with students to determine that they are accessing and comprehending course material and that they are participating regularly in the activities in the course.

- [Taft College Regular Effective Contact Procedure: AP 4105](#)

Regular Effective Contact	Yes	No	Notes
1. Syllabus includes a communication policy that covers the following: a. Specify frequency of all contact initiated by the instructor. <i>For example, state how often students can expect to receive a class email or how long a student should expect to wait to receive</i>			
b. Specify timeliness of response to student-initiated contact. <i>For example, “Monday-Thursday I usually respond to your emails within 24 hours. I will respond to emails sent Friday-Sunday on</i>			
c. Explain course policy regarding student-initiated contact (where to post questions, assignments, etc.)			
d. Important dates, such as assignment and assessment deadlines are clearly visible.			
e. Instructor contact information includes virtual or in-person office hours.			
2. Weekly contact is maintained and occurs as often as is appropriate for the course.			
3. Frequent and substantive feedback is provided throughout the course. <i>This includes individual feedback on assignments and discussions, but can also include prepared feedback utilizing tools such as rubrics and quizzes feedback.</i>			

Regular Effective Contact	Yes	No	Notes
4. Regarding the type of contact that will exist in all Taft College distance learning courses, <b>instructors will use three or more</b> of the following methods to maintain contact with students (check all that apply):			
a. Orientation materials.			
b. Weekly announcements in the course management system.			
c. Threaded discussion boards within the course management system with appropriate instructor participation. "Questions for the Instructor" forums are good, but should be used in conjunction with other forums.			
d. Email contact (within or outside the CMS).			
e. Participation in online group collaboration projects.			
f. Face-to-face informal meetings (e.g. review sessions).			
g. Face-to-face formal meetings (e.g. regular, scheduled class sessions).			
h. Feedback for student work.			
i. Podcasts.			
j. Instructor-prepared e-lectures or publisher-created e-lectures or materials (written, recorded, broadcast, etc.) that facilitate the "virtual equivalent" of the face-to-face class.			
k. Virtual Office hours via the chat function in the course management system or other synchronous systems such as CCC Confer.			
l. Screencasts.			
m. Personalized feedback for student work.			
n. Voicemail and telephone.			
o. Interactive mobile technologies (Chat, Text, Instagram, Facebook, Twitter, etc.).			
p. Videoconferencing (Skype, CCC Confer, FaceTime).			
q. Live orientation or review sessions.			
r. Others as appropriate.			

**Accessibility:** DE courses will allow a student using assistive technologies the ability to access the instructor’s course content as required by Section 508 of the Rehabilitation Act of 1973 (also known as “508 Compliance”).

- [Taft College Accessibility Standards: AP 5145](#)

Accessibility	Yes	No	Notes
1. All learning activities and/or instructional media are accessible.			
a. Videos are accurately captioned.			
b. Audio files are transcribed.			
c. Objects (including images, tables, and charts) have alternative text.			
d. Course materials are “readable” in terms of effective font, color contrast, and spacing. Color blindness color chart is followed and/or is not the only method used to convey meaning.			
e. Hyperlink text is meaningful.			
f. Documents are created in such a way that screen reading software is able to “read” them. (i.e. styles are used; column header rows in tables are specified, etc.)			

**Course Content:** DE courses shall have content organized in a way that enables logical navigation and makes learning objectives clear.

Course Content	Yes	No	Notes
1. Course learning objectives are made visible to students throughout the course.			
a. Course content is clearly aligned with and sufficient to meet the learning objectives.			
b. Assessments appear to align with the objectives.			
2. Navigation and content flow are easily determined by the user.			
3. Course design includes instructions for learners to work with content in meaningful ways (i.e. guiding students to take notes during a video; explaining what to look for in an article, etc.).			

# APPENDIX H Taft College Student Evaluation of Instructor and Course

The following statements reflect some of the ways that instructors can be described. Please use the following scale to indicate the degree to which you think the statement is descriptive of the instructor under your consideration:

A=Excellent, B=Good, C=Average, D=Unsatisfactory, F=Fail, N/A=Not Applicable

The Instructor . . .	A	B	C	D	F	N/A
1. Is knowledgeable in the subject area .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. States clearly the course objectives and requirements .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. States clearly the assignment requirements.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Uses a variety of instructional techniques .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Presents material in an organized, stimulating manner.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Encourages student participation .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Responds to students' questions for clarification.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. States clearly the grading policy and consistently practices it.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Uses student time effectively .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is helpful and genuinely interested in students.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Provides timely feedback on tests and assignments .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Shows respect for student ethnic, religious and/or gender differences ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is willing to provide individual assistance .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Is available for consultation.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Please provide an overall rating for . . .</b>						
15. This instructor .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. This course .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Textbook(s) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18a. Would you recommend this instructor to a friend? <input type="checkbox"/> Definitely Yes <input type="checkbox"/> Probably Yes <input type="checkbox"/> Probably No <input type="checkbox"/> Definitely No
18b. Why would you recommend or not recommend this instructor?

19. How can Taft College improve this course?
---

20. Comments? (Please use the back of this form if you need additional space)
---

Thank you for your participation!  
Results of this evaluation will be given to the instructor AFTER grades are submitted.

# Taft College Evaluación Del Instructor Y Curso

Las siguientes frases pueden ser utilizadas para describir las habilidades y técnicas del profesor indicado. Utilizando la escala a la derecha, escoja la calificación que usted considere que mejor describa al maestro. Rellene el círculo con la respuesta que corresponda con su respuesta:

A= Excelente, B=Bueno, C=Promedio, D= Insatisfactorio, F= reprovado, N/A=No aplicable

<b>El Maestro . . .</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>	<b>N/A</b>
1. Sabe mucho de la materia del curso.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Aclara bien los objetivos y requisitos del curso .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Explica bien las tareas que se requieren .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Usa varios métodos para enseñar .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Presenta la materia en una manera estimulante y organizada .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Contesta las preguntas de los estudiantes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Responde claramente a las preguntas de los estudiantes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Explica claramente la póliza de las normas de calificación.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Usa efectivamente el tiempo con los estudiantes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Es acomedido y tiene gran interés por enseñar a los estudiantes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Da calificaciones en un tiempo moderado.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Muestra respeto hacia los estudiantes según las diferentes étnicas, religiones, y sexos .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Trata de proveer asistencia individual a los alumnos.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Está disponible para contestar preguntas.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Por favor ofrezca información general del . . .</b>						
15. .. Maestro.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. .. Curso.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. .. Libro(s).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18a. ¿Recomendaría este maestro a sus amigos?  
 Definitivamente sí     Probablemente sí     Probablemente no     Definitivamente no

18b. ¿Por qué usted recomendaría o no recomendaría a este instructor?

19. ¿Cómo puede la universidad de Taft mejorar este curso?

20. ¿Comentarios? (Utilice por favor la parte posterior de esta forma si usted necesita el espacio adicional.)

¡Gracias por tu participación!  
 Los resultados de esta evaluación estarán dados al instructor después que las calificaciones finales estén revisadas.



# Taft College Student Evaluation of Counselor

You recently met with the counselor listed below. The following statements reflect some of the ways that counselors can be described. Please use the following scale to indicate the degree to which you think the statement is descriptive of the counselor under your consideration:  
 A = Excellent, B = Good, C = Average, D = Unsatisfactory, F = Fail, N/A = Not Applicable

Counselor's Name:	Date:
-------------------	-------

Please indicate under which circumstances you saw this counselor:

Scheduled appointment                       Drop-in

What was the primary purpose of this meeting with the counselor? (Check all that apply)

- Establishing educational goals or academic counseling
- Determining course options or pre-registration counseling
- Career counseling
- Personal counseling
- Other (briefly describe) \_\_\_\_\_

<b>The Advisor/Counselor:</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>	<b>N/A</b>
1. Is available when I need assistance .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is approachable and easy to talk with .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is interested and enthusiastic .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Gives clear explanations .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Encourages me to play an active role in achieving my education goals .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Helps me to identify obstacles that I need to overcome to achieve my educational goals (childcare, transportation, etc) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Allows me sufficient time to discuss issues and concerns. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rate the following questions if they apply to your counseling session:</b>						
9. Made appropriate referrals to other college resources (tutoring, financial aid, etc) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Provided useful and relevant career counseling information. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Provided help with personal concerns .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Made appropriate on campus or off campus referrals to help me solve my personal problems .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

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## Evaluación del consejero en Taft College por el estudiante

Usted recientemente se ha reunido con el consejero, mencionado arriba. Las siguientes declaraciones reflejan algunas de las maneras que consejeros pueden ser descritos. Utilice por favor la siguiente escala para indicarle el grado en que usted piensa que la declaración descrita del consejero es en su consideración.

A= Excelente, B=Bueno, C=Promedio, D= Insatisfactorio, F= Reprobado, N/A=No aplicable

Nombre del Consejero:

Fecha:

Indique por favor bajo qué circunstancias usted visito a este consejero:

Hizo una Cita

Visitó en horas abiertas

¿Cuál fue el principal motivo de su visita con el consejero? (Marque todas las casillas que se apliquen)

- Establecimiento de metas educativas o consejería académica
- Determinar otras alternativas respecto a las clases o para pre-inscripción
- Consejería relacionada a las carreras
- Consejería personal
- Otro (describa brevemente) \_\_\_\_\_

Consejero:	A	B	C	D	F	N/A
1. El Consejero está disponible cuando necesito ayuda .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. El Consejero (a) es accesible y muestra interés al conversar .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. El Consejero (a) muestra interés y entusiasmo .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. El Consejero (a) me da explicaciones claras .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. El Consejero (a) me aconseja y motiva a lograr mis metas educacionales .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. El Consejero (a) me ayuda a identificar los obstáculos que necesito para vencer y lograr mis objetivos educacionales (cuidado de niños y transportación etc.) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. El Consejero (a) me permite tiempo suficiente para discutir problemas que me conciernen. ....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Califique las siguientes preguntas solo si se aplican a su sesión de consejería:</b>						
9. El Consejero (a) hace referencias adecuadas para otros recursos colegiales (tutoría, ayuda financiera, etc.) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. El Consejero (a) provee información académica útil y relevante.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. El Consejero (a) me ayuda con asuntos personales .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. El Consejero (a) hace las referencias adecuadas dentro y fuera del College para resolver mis problemas personales.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comentarios adicionales:

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**Adjunct Faculty Division Chair  
Evaluation Checklist**

**Include the following items in the document packet from the Division Chair to the Supervising Administrator:**

- Observation Forms**
- Recommendation**
- Comments in Support of Recommendation**



**TAFT COLLEGE**  
WEST KERN COMMUNITY COLLEGE DISTRICT

*Memorandum*

Date:

To: *Supervising Administrator*

From: *Division Chair or Designee*

Re: Recommendation

---

The following recommendation is based upon a combination of evaluative methods:

1. Peer classroom observation.
2. Discussion of classroom observation
3. Examination and discussion of student evaluations.
4. Examination of written course materials (syllabus, sample lesson, sample assignment, sample assessment i.e. test or quiz and explanation of how the evaluation is accomplished) as provided by the adjunct faculty member.

Recommendation for:

- Recommendation:  **Eligible for re-employment**
- Eligible for re-employment with qualification**
- Not Eligible for re-employment**

Name \_\_\_\_\_  
Division Chair Signature

Date \_\_\_\_\_



APPENDIX H

**TAFT COLLEGE**

WEST KERN COMMUNITY COLLEGE DISTRICT

## **Adjunct Faculty Supervising Administrator Packet Checklist**

*Adjunct Faculty Name*

**Include the following items in the document packet from Supervising Administrator to the Human Resources Department:**

- Observation Forms**
- Division Chair Recommendation**
- Supervising Administrator Recommendation**



*Memorandum*

Date:  
To: Human Resources  
From: Supervising Administrator  
Re: Evaluation Recommendation

---

The following recommendation is based upon a combination of evaluative methods:

1. Peer classroom/workplace observation by division chair or designee.
2. Administrator (or designee) classroom observation.
3. Discussion of classroom observation between division chair (or designee) and instructor.
4. Division Chair examination and discussion of student evaluations.
5. Supervising Administrator examination and discussion of student evaluations.
6. Division Chair examination of instructor’s written self-evaluation.
7. Supervising Administrator’s examination of instructor’s written self-evaluation.
8. Division Chair examination of written course materials (syllabus, sample lesson, sample assignment, sample assessment i.e. test or quiz and explanation of how the evaluation is accomplished) as provided by the instructor.
9. Supervising Administrator examination of written course materials (syllabus, sample lesson, sample assignment, sample assessment i.e. test or quiz and explanation of how the evaluation is accomplished) as provided by the instructor.
10. Division Chair recommendation

Recommendation for:

- Recommendation:  **Eligible for re-employment**  
 **Eligible for re-employment with qualification**  
 **Not Eligible for re-employment**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Adjunct Faculty Signature

Name \_\_\_\_\_ Date \_\_\_\_\_  
Supervising Administrator Signature

**Date:** June 25, 2020  
**Submitted by:** Heather del Rosario, Vice President of Human Resources  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** July 8, 2020

**Title of Board Item:**

Second Presentation and Request for Approval - Taft College Classified School Employee Association ("CSEA"), Chapter #543 2020-23 Collective Bargaining Agreement ("CBA")

**Background:**

Commencing July 1, 2017, the Taft College Classified Collective Bargaining Committee participated in negotiation activities and came to consensus on several changes throughout the CBA. These negotiated changes were presented and ratified by CSEA, Chapter #543 and approved by this Board through various Tentative Agreements throughout the indicated time period.

The attached 2020-23 CBA between CSEA, Chapter #543 and the District indicated the approved changes that have been made throughout the indicated time period to produce a new 2020-23 CBA.

**Terms (if applicable):**


An implementation date effective July 1, 2020 is recommended.

**Expense (if applicable):**

N/A.

**Fiscal Impact Including Source of Funds (if applicable):**

N/A

**Approved:**   
Dr. Debra Daniels, Superintendent/President

**SUCCESSOR TENTATIVE AGREEMENT**

**Between**

**CSEA  
AND ITS TAFT COLLEGE CHAPTER #543**

**And**

**WEST KERN COMMUNITY COLLEGE DISTRICT**

**2020-2023**

Ratified: TBD  
Effective: 07/01/2020  
Termination: 06/30/2023



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## ARTICLE 1: AGREEMENT

- 1.1 This Agreement is made and entered into by and between the **WEST KERN COMMUNITY COLLEGE DISTRICT** ("District" or "Employer") and the **CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its Taft College Chapter #543** ("Exclusive Representative," "CSEA," or the "Association").
- 1.2 The purpose of this Agreement is to promote the improvement of personnel management and employer-employee relations, provide a procedure for the resolution of differences, and establish rates of pay and other terms and conditions of employment.

## ARTICLE 2: RECOGNITION

- 2.1 The District confirms its recognition of CSEA as the exclusive representative of a bargaining unit composed of District classified employees consistent with the Board of Trustees action dated May 5, 1976 (attached as Appendix B).
- 2.2 Excluded from the bargaining unit are all certificated employees of the District and management employees, supervisory employees and confidential employees as designated by the District and substitutes and short-term employees as provided by Education Code §88003.
- 2.3 Should any question arise during the duration of this Agreement as to the appropriate composition of the bargaining unit or as to the inclusion or exclusion of newly created positions or job classifications into or from the bargaining unit, it shall be submitted by either CSEA or the District to the Public Employment Relations Board ("PERB") for resolution.

## ARTICLE 3: SUPPORT OF AGREEMENT

- 3.1 The District and CSEA agree that it is in their mutual benefit to encourage the resolution of differences through the meet and negotiation process. Therefore, it is agreed that CSEA will support the terms of this Agreement and will not appear before any public bodies to seek change or improvement in any matters subject to the meet and negotiation process except by mutual agreement.
- 3.2 The District shall not impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their rights guaranteed by this Agreement or the Educational Employment Relations Act.

## **ARTICLE 4: EFFECT OF AGREEMENT**

- 4.1 It is understood and agreed upon that the specific provisions contained in this Agreement shall prevail over District practices and procedures, and that in the absence of specific provisions in this Agreement such practices and procedures are discretionary with the District.

## **ARTICLE 5: ORGANIZATIONAL RIGHTS**

- 5.1 The Association shall be permitted:
- 5.1.1 Access at reasonable times to areas in which unit member's work by an appropriate representative of the Association.
  - 5.1.2 Use of designated institutional bulletin boards, mailboxes, campus mail system, campus email system and Intranet for the posting or transmitting of mass information or notices, provided that a copy of posted or transmitted material is presented to the Superintendent/President at the time of posting or transmission.
  - 5.1.3 Use of institutional facilities and buildings without charge subject to the Civic Center requirements as referenced in Education Code Sections 82537-82548.
  - 5.1.4 The opportunity for a representative of CSEA, who is not an employee of the District to review reviewable material within a unit member's personnel file subject to the condition that the representative be accompanied by or have in his/her possession a written authorization signed by the unit member within one (1) week of the review, and that the representative provides the Human Resources Department twenty-four (24) hours advance notice of his/her desire to review and state the specific reason(s) for the review.
  - 5.1.5 To receive one (1) copy of public Board of Trustee materials on or before scheduled meeting dates of the Board of Trustees.
  - 5.1.6 To designate not more than two (2) job stewards and shall notify the District of the name of each such designated job steward. Such notice will be transmitted in writing within thirty (30) days of the execution of this Agreement and will include the area(s) in which each job steward will be functioning. The Association further agrees to notify the District within fifteen (15) days of any change in designated job stewards.
  - 5.1.7 Upon written request to the District a once a year hire date seniority roster of all bargaining unit employees represented by CSEA, which shall include name, classification, title, hire date, salary range, and step within thirty (30) days of the written request.
  - 5.1.8 Access to Board meeting minutes within fifteen (15) workdays after each Board meeting.



- 5.1.9 Monthly membership meetings in accordance with past practice as mutually agreed upon between the District and CSEA.

## **ARTICLE 6: DUES DEDUCTION**

- 6.1 The Association shall have the sole and exclusive right to have membership dues deducted for its unit members by the District. The District, upon appropriate written authorization from CSEA shall deduct and make appropriate remittance of such deductions as provided for herein to the designated payee of CSEA.
- 6.2 Commencing upon ratification of this Agreement and terminating thirty (30) days prior to the expiration of this Agreement, any employee who is a member of or who becomes a member of the Association shall be required to maintain said membership for a period of not less than 12 months.
- 6.2.1 Payment for membership shall be made to the Association by payroll deduction.
- 6.2.2 Except as set forth in paragraph 6.2 above, the District shall not process withdrawals of deduction authorizations.
- 6.2.3 The District bears no responsibility for the administration or enforcement of these provisions except to deduct authorized membership payments. The provisions specified in this Article are not subject to the grievance procedure.
- 6.2.4 The Association shall assume all costs of defending any litigation filed against it or the District and naming the District as a party as a result of the implementation of these provisions. The District, however, retains the sole and exclusive right to select its own counsel in any litigation arising from the provisions herein.
- 6.2.5 Upon remitting the deductions requested by CSEA and authorized by the member pursuant to the provisions of this Article, the District has fulfilled its entire obligation relative to said deductions. CSEA hereby agrees to indemnify and hold the District, its officers, agents, and employees harmless from any claim, demand, action, or liability which may result from, or in any way relate to, the making of said deductions and the transmission of said funds to CSEA; and CSEA further agrees to pay any reasonable attorneys' fee claimed by the District, its officers, agents, or employees for legal services actually performed on behalf of the District, its officers, agents, or employees as a result of any such claim, demand, action or liability.

## ARTICLE 7: DISTRICT RIGHTS

- 7.1 It is understood and agreed that the District retains all of its powers and authority to direct, manage and control in conformance with the law. Included in those duties and powers are the exclusive right to: determine its organization, direct the work of its employees; determine the times and hours of operation; determine the type and level of service to be provided and the method and means of providing them; establish its educational policies, goals and objectives; insure the rights and educational opportunities of students; determine staffing patterns; determine the number and type of personnel required; maintain the efficiency of District operation; determine the curriculum; build, move or modify facilities; establish budget procedures and determine budgetary allocations; determine the methods of raising revenue; contract out work and take action on any matter in the event of an emergency. In addition, the District retains the right to hire, assign, classify, evaluate, promote, terminate and discipline employees. An emergency, as referred to herein, shall be considered as a momentous, tragic, sudden event which disrupts the operation of the District. In the event the District declares an emergency exists and such action required by an emergency situation impinges on the rights of the CSEA or its bargaining unit members as stated in this Agreement, such action will be restricted to the period in which the emergency exists. The declaration of an emergency shall not be restricted by Section 7.2 of this article.
- 7.2 The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the law.
- 7.3 The exercise of any right reserved to the District herein in a particular manner or the non-exercise of any such right shall not be deemed a waiver of the District's right or preclude the District from exercising the right in a different manner at a different time.

## ARTICLE 8: EMPLOYER-EMPLOYEE RELATIONS COMMITTEE

- 8.1 There shall be a committee established of up to three (3) members appointed by the Association President and up to three (3) members appointed by the Superintendent/President.
- 8.2 The committee will meet on an as needed basis. Scheduled meetings may be canceled by mutual agreement and additional meetings may be scheduled by mutual agreement.
- 8.3 The sole purpose of the committee is to maintain a channel of communication between the District and the Association and to provide a forum for discussion of items pertinent to employer/employee relations.
- 8.4 The District and Association agree that it is not the intent of this Article to change the provisions of this Agreement.

## ARTICLE 9: DUTY HOURS

- 9.1 **Work Day:** The work day for each unit member shall be established and fixed by the District. Each employee will be provided with an annual written notice of the beginning and ending times of the workday. During the academic year, an employee's beginning and ending time may be changed by mutual agreement between the employee and the supervisor.
- 9.2 **Work Week:** The work week for full-time unit members shall be forty (40) hours. The work week will normally be rendered in units of eight (8) hours per day. Such day shall be exclusive of a lunch period but inclusive of any rest periods prescribed by the District. Workweeks, for the purposes of determining overtime, are from 12:01 a.m., Monday, through midnight the following Sunday.
- 9.2.1 The work week shall normally consist of five (5) consecutive days for unit members rendering service averaging four (4) or more hours per day.
- 9.2.2 Unit members employed full-time and scheduled to work Monday through Friday prior to the execution of this Agreement shall not, subsequent to the execution of this Agreement be rescheduled to other than Monday thru Friday for arbitrary or capricious reasons. This section shall not restrict the District

- 9.2.2 from requiring overtime or extended hours service as provided elsewhere in this Agreement.
- 9.3 **Individual Alternative Work Schedule:** Any regularly scheduled workweek whereby an employee may work more than eight (8) hours in a twenty-four (24) hour period. Upon the proposal of a supervisor and with mutual agreement between the employee and supervisor, a regularly scheduled alternative workweek may be adopted that authorizes work by the affected employee for no longer than ten (10) hours per day within a forty (40) hour workweek without the payment of the affected employee of an overtime rate of compensation pursuant to this section.
- 9.4 **Rest Periods:** Unit members working four (4) or more consecutive hours per day shall normally receive a fifteen (15) minute rest period during each four (4) consecutive hour period of service. The rest period herein described may be scheduled by the immediate supervisor.
- 9.5 **A Non- Compensated Lunch Period:** A non-compensated lunch period of not less than thirty (30) minutes nor more than one (1) hour shall normally be provided unit members who render service of at least six (6) consecutive hours. The lunch period may be assigned by the immediate supervisor.
- 9.6 **Over-time and Extended Hours Service:** Over-time or extended hours service for unit members is described as work in excess of the work day or the work week. Over-time shall be performed at the direction of the District and shall be compensated for in accordance with Article 17 of this Agreement.
- 9.6.1 Over-time worked must have prior approval of the immediate supervisor.
- 9.6.2 Over-time of a part-time unit member normally scheduled four (4) hours or more per day, is defined as hours worked in excess of eight (8) hours per day or hours worked in excess of a five (5) day work week.
- 9.6.3 With regards to an employee who has an alternative workweek schedule, overtime shall be paid for any work in excess of the regularly scheduled hours established by the alternative workweek agreement and for any work in excess of forty (40) hours per week. Overtime shall be paid at double the regular rate for any work in excess of twelve (12) hours per day. Any work performed on days beyond the number of scheduled workdays shall be paid at one and one-half times the regular rate for the first eight (8) hours and double times the regular rate for the work thereafter.

9.6.4 The District may require extended hours of service or over-time of unit members. However, an employee may decline an overtime assignment unless the employee is the only available qualified employee and there is an urgent need for the work to be performed. An employee shall be provided as much advance notification of an overtime assignment as possible. Opportunities for scheduled over-time will be distributed as equitably as possible among unit members in the department or area who are capable of performing the duties.

9.7 **Extra Hours:** When non-permanent extra hours of work become available, first consideration will be given to permanent part-time employees within the department, then district-wide, who meet the qualifications for the work. If two (2) or more employees satisfy the standards set forth above, then the most senior employee will be assigned the extra hours. The provisions of this paragraph shall not apply to the assignment of an employee's regular work on an overtime basis.

## ARTICLE 10: EVALUATION

10.1 **Evaluations:** Each permanent employee is evaluated on an on-going basis with a formal written evaluation at least once each academic year. A permanent employee may also request a special evaluation no more than quarterly. A probationary employee should receive at least one formal written evaluation and review meeting prior to completion of the probation period. Classified employees are probationary for a period of twelve months from their hire date with the District.

10.2 **Evaluation Purpose:** The purpose of the evaluation process is to provide a mechanism for reviewing District standards and expectations and for assessing an employee's work performance as it relates to the standards and expectations.

10.2.1 Except in the case of less than satisfactory or deficient work, the evaluation process is not considered as a disciplinary tool.

10.2.2 An evaluation shall not be based on a document or documents that have not been placed in the personnel file.

10.3 **Evaluation Meeting:** As a part of the evaluation process, there shall be a formal evaluation review meeting between the employee and the evaluator. The meeting should provide an opportunity to review the evaluation and plan for the following school year. The employee shall sign the evaluation form, a copy of which shall be provided to the employee at the meeting. The employee's signature indicates only that a copy of the evaluation form has been provided to the employee but does not indicate that the employee agrees with the evaluation rating.

- 10.4**      **Unsatisfactory Evaluation:** In the event the written evaluation indicates that the employee is not performing satisfactorily, the supervisor, in coordination with the Human Resources Department, shall describe the specific areas of unsatisfactory performance either in the evaluation or in a separate document.
- 10.4.1      Following receipt of the written evaluation, the supervisor shall meet with the employee and shall make specific recommendations as to areas of improvement in the employee's performance. In addition, the supervisor shall endeavor to assist the employee in the improvement of such performance.
- 10.4.2      The employee and the supervisor shall develop an improvement plan which is designed to alleviate the unacceptable performance. The improvement plan shall include:
- 10.4.2.1      A statement of the expectations for the employee related to each area of performance that was rated as unsatisfactory;
- 10.4.2.2      A listing of activities that are designed to remediate the unsatisfactory performance and the time line or time lines related to the activities;
- 10.4.2.3      A statement of the measures of improvement and/or resources that the supervisor will provide to the employee as a part of the plan; and
- 10.4.2.4      A schedule of observations and/or conferences to monitor and determine progress toward achievement of the plan.
- 10.4.3      If subsequent instructional improvements sufficiently modify the employee's performance and identified deficiencies to the satisfaction of the supervisor, a notification to that effect shall be attached to the evaluation.
- 10.5**      **Right to Respond:** Each employee shall have the right to make written comments on any perceived derogatory evaluation items within 20 days of the evaluation review meeting. Such comments shall be included with the evaluation at the time of placement in employee's personnel file.
- 10.6**      **Release of Probationary Employee:** If the District determines to release a probationary employee prior to the end of the probationary period in the absence of a formal written evaluation, the District shall disclose the name of the employee to the Exclusive Representative.
- 10.7**      **Applicability of the Grievance Procedure:** Substantive judgment of the supervisor shall not be subject to the grievance procedure (Article 21) of this Agreement.

## ARTICLE 11: VACANT POSITIONS

- 11.1** First Consideration: The District shall have the sole responsibility for the establishment of qualifications and criteria for filling any vacant position and any vacant position shall be filled based upon the needs of the District. An internal applicant will be given first consideration for the position unless a non-employee applicant possesses demonstrably superior qualifications for the position. Interested unit members must notify the District of his/her interest in a position in accordance with District application procedures.
- 11.2** Posting of Notice: Notice of bargaining unit job vacancies, other than temporary increases in an employee's regular hours or substitute or temporary hours, shall be posted. The job vacancy notice shall normally remain posted for a period of six (6) workdays, during which time a bargaining unit member shall apply for the vacant position if he/she desires to be considered. The notice period shall be shortened on mutual agreement between the District and the Exclusive Representative if more immediate action is required by the State or by the terms of a specific program.
- 11.3** Filing: Bargaining unit members may file for the vacancy by submitting written notice within the filing period in accordance with District application procedures.
- 11.4** Lateral Transfer/Promotion: Bargaining unit member(s) applying for lateral transfers or promotional positions who meet minimum qualifications will be interviewed and/or notified in writing of their status relative to the promotional vacancy. Unsuccessful applicants shall be notified in writing and may request a conference with the Superintendent/President. The request for a conference shall be made in writing within ten (10) days of the notification. If requested, the Superintendent/President will make a written response.
- 11.4.1** A bargaining unit member who receives a lateral transfer or promotion shall serve a five (5) month trial period in the new classification and shall be evaluated at least once during that period. If the District determines that the employee has not successfully served during the trial period or if the employee requests, the employee shall be returned to his or her original position, which may result in the bumping, displacement, or layoff of less senior employees.
- 11.4.2** Placement pursuant to this paragraph shall effect the employee's step change date. The first step change will occur on the first day of the sixth month. The next step increase will be granted at the end of each year of service 12 (twelve) calendar months following the subsequent step increase until the employee reaches the top step of the schedule.

## ARTICLE 12: HOLIDAYS

12.1 **Scheduled Holidays:** The District agrees to provide any full-time unit members with the following fourteen (14) paid holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Lincoln's Day
- Washington's Day
- Memorial Day
- Independence Day
- Labor Day
- One day in lieu of Admission Day
- Veterans' Day
- Thanksgiving Day
- The Friday following Thanksgiving Day (Local Holiday)
- Christmas Eve or alternate (Local Holiday)
- Christmas Day
- New Year's Eve or alternate (Local Holiday)

Part-time unit members would receive the same 14 paid holidays if the holiday falls on a unit member's regular work day.

Any unit member who is not regularly scheduled to work on a holiday will receive pay or banked time off at their regular pay rate based on their normal daily work day. The normal daily workday will be calculated by dividing the unit member's scheduled hours per week worked divided by scheduled number of days worked.

12.1.1 Winter Break Closure: The District will maintain the time between Christmas and New Year's Day as a Winter Break Closure (i.e., District will close operations from the last working day preceding Christmas at 5:00 p.m. and will reopen for operations the next working day following the recognized New Year's Day holiday at 8:00 a.m. All bargaining unit members will receive regularly paid holidays during the Winter Break Closure. The current approved local and legal holidays are to be utilized during this time. Part-time unit members would receive the same 14 paid holidays if the holiday falls on a unit member's regular work day.

Any unit member who is not regularly scheduled to work on a holiday will receive pay or banked time off at their regular pay rate based on their normal daily work day. The normal work day will be calculated by dividing the unit member's schedule hours per week worked divided by scheduled number of days worked.



- 12.2 **Holidays on Districtwide Non-Scheduled Work Days:** When a scheduled holiday falls on Districtwide non-scheduled workday, the preceding workday not a holiday, or the following workday not a holiday, whichever is the closest to the non-scheduled workday shall be deemed to be that holiday.
- 12.3 **Holiday Eligibility:** Except as otherwise provided in this section, a unit member must be in a paid status on the scheduled workday immediately preceding or succeeding the holiday to be paid for the holiday.
- 12.3.1 **Christmas/New Years Holiday Eligibility:** Regular employees of the District who are not normally assigned to duty during the District holidays of December 25 and January 1 shall be paid for those two holidays if they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.

### ARTICLE 13: LEAVES OF ABSENCE

- 13.1 **General Provisions** Unit members on a paid leave of absence, unless otherwise provided herein, shall receive wages, fringe benefit contribution, and retirement credit, the same as if they were not on leave. Those who are granted an unpaid leave during any pay period shall receive their fringe benefit contribution for the balance of the pay period. Thereafter, they shall be allowed to continue participation pursuant to terms of the insurance plan(s) or program(s) selected, at their own expense, provided they make advance payment of the premium(s) in a manner required by the District.
- 13.2 **Part-time Eligibility:** Part-time regular employees shall be entitled to leaves of absence to that portion of the leave as their assignment relates to that of a full-time regular unit member.
- 13.3 **Members of Immediate Family:** "Member(s) of the immediate family" as used in this Article shall mean spouse,--domestic partner (must be registered with Human Resources), parents, step parents, foster parents, legal guardians, children, foster children, step children, grandparents, grandchildren, sons and daughters-in-law, brothers or sisters of the unit member or the unit member's spouse, or any relative living in the immediate household of the unit member. Under special circumstances persons not specifically enumerated above may, at the discretion of the Superintendent/President, be included under this definition for purposes of utilizing applicable leave provisions of this Agreement.
- 13.4 **Sick Leave:** Full-time regular unit members shall be credited with twelve (12) days of Sick Leave per fiscal year. Sick Leave will be credited as of July 1 of each fiscal year.

- 13.4.1 Unused Sick Leave will roll over from one year to the next.
- 13.4.2 Sick Leave utilization shall be for physical and mental disability absences which make continued employment impractical. In addition, any available sick leave may be utilized for appointments related to physical or mental health for unit member or immediate family member (as defined in Article 13.3).
- 13.4.3 Except under abnormal circumstances, the District shall not require a statement of verification from a physician or a notarized statement verifying the cause and condition of illness for periods of absence of less than two (2) consecutive days. The District may require the unit member to visit a physician of the District's selection at District expense to obtain a statement of verification relative to the unit member's ability to fulfill his/her responsibilities in a safe, healthful and satisfactory manner.
- 13.4.4 After all earned paid leave (sick leave, vacation and comp time) at full pay as provided herein has been used and additional absence due to illness or injury is necessary, unit member shall receive that amount of pay equal to fifty (50) percent of the unit member's regular contracted salary. A maximum of one hundred (100) days shall be provided for this purpose. To be eligible for the one hundred (100) days at fifty (50) percent of the unit member's regular contracted salary, the unit member must provide documentation from a licensed physician or recognized practitioner but not including any confidential medical information.
- 13.4.5 All eligible bargaining unit members shall be allowed to use credited sick leave for the purpose of caring for ill members of the employee's immediate family.
- 13.4.6 An employee shall be eligible for Family Medical Leave Act benefits pursuant to State and Federal law.
- 13.4.6.1 In order to be granted leave benefits pursuant to this paragraph, the employee must have been employed by the district for one (1) calendar year and must have served in at least sixty percent (60%) of a regular full-time assignment as reflected by the employee's wage rate based on appropriate salary schedule placement. In addition, the reason for the leave itself must satisfy the statutory requirements.
- 13.4.6.2 Leave benefits granted pursuant to this paragraph are concurrent with other sick leave benefits. In cases of financial hardship, a qualifying employee may request that the District extend the District's contributions set forth in ARTICLE 18, FRINGE BENEFITS, PARAGRAPH 18.1, inclusive, for up to twelve (12) weeks following exhaustion of the employee's extended sick leave benefits.

13.4.7 Catastrophic Leave benefits may be available to an eligible employee as provided by Appendix C.

**13.5 Personal Necessity Leave:** Unit members may elect to use not more than seven (7) days per year of unused sick leave for purposes of approved Personal Necessity Leave. Personal Necessity Leave may be utilized by a unit member who has sufficient sick leave credit from the entitlements of Section 13.4 Personal Necessity Leave may be used for the following: 1) Death of a member of the employee's immediate family when additional leave is required beyond that provided both in Education Code, Section 88194 and in Section 13.6 of the collective bargaining agreement; 2) Accident involving the person or property of the employee or of a member of his or her immediate family; 3) Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction. This type of leave provision may not be utilized for any other reason, unless prior written authorization is obtained from the District.

13.5.1 Unit members shall, when possible, submit a request for Personal Necessity Leave approval to the immediate supervisor, normally not less than three (3) working days prior to the beginning date of the leave.

13.5.2 When prior approval is not possible, the unit member shall notify the appropriate supervisor of the reason for and expected duration of the absence.

13.5.3 The unit member shall provide, upon District request, additional clarification of the use of this leave provision.

**13.6 Bereavement Leave:** A unit member shall be eligible for a temporary leave of absence for the death of any member of the immediate family, without loss of salary. This leave will be for no longer than three (3) working days, except that in instances where travel out-of-state of more than two hundred (200) miles one way is required, five (5) working days will be authorized. Additional days of absence beyond those described herein may be provided under the terms of the personal necessity leave. Use of this leave for immediate family members as defined in Article 13.3 shall be taken consecutively, unless prior written authorization is obtained from the District Superintendent/President.

**13.7 Judicial and Official Appearance Leave:** Judicial and Official Appearance Leave shall be granted for purposes of regularly called jury duty, appearance as a witness in court other than as a litigant, or to respond to an official order from other governmental jurisdiction for reasons not brought about through the initiation, connivance or misconduct of the unit member.

13.7.1 Jury Duty: A leave of absence without loss of salary shall be granted to a unit member who is officially required to serve on jury duty. Juror's fees, inclusive of

mileage, received by the unit member shall be retained by the unit member.

- 13.7.2 **Court Appearance:** For any necessary court or agency appearances, the unit member may utilize Personal Necessity Leave.
- 13.8 **Maternity/Paternity Leave:** A leave of absence without pay may be granted a unit member during any period of the pregnancy of the unit member or the spouse or domestic partner of the unit member. Notification of such leave shall be required a minimum of thirty (30) days in advance of the leave commencement date. The leave will continue until that date following child birth or miscarriage that the unit member or spouse or domestic partner of the unit member)is able to return to work as certified by a licensed physician or recognized practitioner. In addition to the foregoing, beginning January 1, 2017, an employee may be eligible for additional parent leave in accordance with Education Code Section 88196.1.
- 13.9 **Maternity Disability:** The female unit member may elect to utilize sick leave during any period of disability resulting from pregnancy, miscarriage, childbirth or the recovery wherefrom. The dates of such disability shall be certified by the unit member's physician or recognized practitioner.
- 13.10 **Child Rearing Leave:** A leave may be granted a unit member from the date of the birth or the adoption of a child, such leave will normally be for a period of six (6) months and may be extended up to an additional year. Such leave shall be without compensation or credit toward service. Under special circumstances, a childrearing leave of one (1) year may be granted for purposes of attending to a dependent child.
- 13.11 **Military Leave:** Military leave of absence shall be granted and compensated so as not to be in conflict with the Education Code and the Military and Veteran's Code.
- 13.12 **Industrial Accident and Illness Leave:** In addition to any other benefits that a unit member may be entitled to under the Workers' Compensation laws of this state, a permanent employee who is a member of the bargaining unit with one (1) or more years of consecutive District service shall be entitled to the following benefits:
- 13.12.1 A unit member suffering an injury or illness arising out of and in the course and scope of his/her employment shall be entitled to a leave of up to sixty (60) working days in any one (1) fiscal year for the same accident or illness. This leave shall not be accumulated from year to year, and when any leave will overlap a fiscal year, the unit member shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.
- 13.12.2 Payment for wages lost on any day shall not, when added to an award granted the unit member under the Workers' Compensation laws of this state exceed the normal wage for the day.

13.12.3 The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation or other paid leave may then be used. If, however, a unit member is still receiving temporary disability payments under the Worker's Compensation laws of this state at the time of the exhaustion of benefits under this section, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave and vacation leave, which, when added to Worker's Compensation award, provides for a day's pay at the regular rate of pay.

13.13 **Association Leave:** The Association shall be provided with 10 days of paid leave for purposes of conducting Association business. The Association agrees to provide position coverage or to pay the cost of a substitute if a substitute must be utilized. The Association President shall designate in writing to the Associate Vice President of Human Resources, at least five (5) days in advance of the requested leave date the Association Representative(s) who is (are) utilizing the leave and the date(s) thereof along with the proposed position coverage arrangements. Unless such coverage arrangements are approved by the Associate Vice President of Human Resources, a substitute will be utilized and compensated as provided herein.

#### ARTICLE 14: VACATIONS

14.1 **Vacation:** Unit members shall be entitled to ten (10) working days of vacation pay following twelve (12) months of employment. Each regular classified employee shall be entitled to the following vacation time with pay per the following schedule:

Ten (10) working days commencing with the first anniversary of service.

Fifteen (15) working days commencing with the fifth anniversary of service.

Seventeen (17) working days commencing with the eighth (8) anniversary of service.

Twenty (20) working days commencing with the tenth anniversary of service.

Twenty-three (23) working days commencing with the fifteenth (15) anniversary of service.

Twenty-five (25) working days commencing with the twentieth anniversary of service.

14.2 **Accrual:** Effective July 1, 2010 all vacation time will be accrued on a monthly basis. Between the board approval date and up until July 1, 2010, during the first year of employment, earned vacation will be prorated on a monthly basis to the end of the fiscal year and subsequent vacation will be earned on a fiscal year basis according to the above schedule.

- 14.3 **Approval of Vacation:** The time during which unit members will be granted vacation will be at the discretion of their immediate supervisor who will refer requests to the appropriate Vice President.
- 14.4 **Vacation Payout and Rollover:** If an employee has more than fifteen (15) unused vacation days as of June 30, he/she shall be compensated for the extra unused days at the rate of pay in effect at the time the vacation was earned.
- 14.5 **Waiting Period for Vacation Use:** No vacation leave may be taken during the first 90 days of employment with the District. No vacation leave may be used before it has been credited.
- 14.6 **Payout at Termination:** Upon separation from employment, vacation time accrued and not used will be paid at the employee's salary rate in effect at the time the vacation was earned.

#### ARTICLE 15: TRAINING

- 15.1 **Reimbursement for District Required Training :** Should the District require a unit member's participation in any form of in-service training program, the unit member shall be reimbursed for the total cost of tuition, fees or books, if any, when such costs are incurred as a result of District directed participation.

#### ARTICLE 16: EMPLOYEE EXPENSES AND MATERIALS

- 16.1 **Uniforms and Related Expenses:** The District shall purchase, lease or reimburse unit members the complete cost of the purchase or lease of uniforms, identification badges, emblems, cards or safety garments or equipment when a unit member is required to wear or carry such items by the District as a condition of continued employment.
- 16.2 **Use of Personal Tools:** The District shall fully compensate a bargaining unit member for the documented loss or damage, excluding normal wear and tear, to personal tools required to be used by the District in the performance of the unit member's duties provided that:
- 16.2.1 The value of the tool was agreed to in advance in writing by the unit member and his/her immediate administrator.
- 16.2.2 The loss or damage was not due to the negligence of the unit member.

- 16.2.3 The District's maximum obligation under this provision shall be no more than five hundred (\$500.00) dollars per unit member per year or more than one thousand (\$1,000.00) dollars per year in combination whichever is less.

## ARTICLE 17: WAGES

- 17.1 **Step Increases:** The initial step increase on the Salary Schedule is granted to an employee after completion of six (6) months of employment. The next step increase will be granted at the end of each year of service (twelve (12) calendar months) following the subsequent step increase until the employee reaches Step G. The next step increase of 1% will be granted at the end of each 3 years of service (thirty six (36) calendar months) until the employee reaches Step I.
- 17.2 **Call-In Pay Guarantee:** A unit member called into work on other than a scheduled workday for the unit member shall receive a minimum of two (2) hours pay at the appropriate rate as provided in this Agreement. A unit member is considered to be in a "call in" status if he/she was not notified of the additional assignment prior to the end of his/her last scheduled work shift or the unit member has not received twenty-four (24) hours' notice of the additional assignment.
- 17.3 **Call-Back Pay Guarantee:** A unit member called to work shall receive a minimum of two (2) hours pay at the appropriate rate as provided in this Agreement. A unit member is considered to be in "call back" status if he/she has completed his/her regular assignment, has left the worksite, and has returned to work as a result of direction received from an appropriate supervisor subsequent to leaving the work site.
- 17.4 **Conference Attendance:** A unit member who is required to attend a conference or workshop will receive compensation at the appropriate rate of pay for actual travel and actual conference attendance outside of work hours.
- 17.5 **Holiday Pay:** A unit member assigned to work on a scheduled holiday as provided for in this agreement will receive compensation at the overtime rate for all such hours worked in addition to regular pay for the holiday if eligible pursuant to Article 12: Holidays.
- 17.6 **Overtime Pay:** A unit member who is assigned and who performs service for the District on an overtime basis as provided for in this agreement shall receive compensation equal to one and one half (1½) times his/her regular rate of pay for all such hours worked.
- 17.7 **Compensatory Time:** Compensatory time is time off in lieu of compensation for hours worked in overtime status. Compensatory time shall be equal in value to overtime compensation.
- 17.7.1 Compensatory time in lieu of cash compensation shall be at the request of the unit member.

- 17.7.2 Compensatory time earned may not be carried beyond the fiscal year it was earned or accumulated beyond forty (40) hours. In either instance, excess time earned will be compensated for at the appropriate rate.
- 17.8 **Shift Differential:** An employee whose regular assigned work shift commences at or before 6:30 a.m. or concludes at or after 10:00 p.m. or includes Saturday or Sunday, shall receive a shift differential of two and one-half (2 ½%) percent for all hours worked. An employee whose assigned shift qualifies for a shift differential under both criteria is entitled to only one shift differential.
- 17.9 **Medical Examination:** The District shall provide reasonable reimbursement toward the cost of any medical examination required by the District which is not a condition of initial employment in a class or of promotional advancement in the District.
- 17.10 **Longevity Pay:** Unit members who complete fifteen (15) years of satisfactory service in the District shall, commencing the first day of the month following the fifteenth (15th) anniversary, receive a five percent (5%) longevity increment based on the employee's current step.
- 17.11 **Professional Development Program:** The District offers a professional development program for classified employees which is designed to promote activities which assist the classified employee in acquiring the knowledge and skills needed to do the job well; to promote safe working practices and procedures; to provide opportunities to learn better and more efficient ways to do the job; to stimulate the employee to reach and maintain acceptable levels of productivity and job effectiveness; to broaden opportunities for promotion; and to encourage the employee to improve relations with students, other employees and the public.
- 17.11.1 **Professional Growth Program:** Salary credit for professional growth activities completed outside of work hours and at no cost to the District may be earned if the course is determined to significantly improve the employee's potential contribution to the District.
- 17.11.1.1 Units shall be completed at an accredited institution, workshop, or at another approved equivalent learning activity.
- 17.11.1.2 Salary credit for periodic in-service activities provided by the District and completed outside of work hours may be earned if the course is determined to significantly improve the employee's potential contribution to the District.
- 17.11.1.3 Units shall be approved in advance by the Superintendent/President, using the Classified Request for Professional Growth form.
- 17.11.1.4 Units shall, in the judgment of the Superintendent/President, be designed to increase the skills of the employee beyond the minimum requirements for the



assigned job as defined in the employee's job description and significantly improve the employee's potential contribution to the District.

- 17.11.1.5 A semester unit for credit shall be defined as a semester unit awarded by an accredited institution. Any credit earned that is not a semester unit shall follow the Procedure for Granting Credit for Nonacademic Courses and Individual Instruction outlined in Appendix G.
- 17.11.1.6 Units must be completed with a grade of "C" or better; if a letter grade is not available for the course, an evaluation letter from the instructor indicating the employee performed course work at an average level equivalent to a college level "C" grade is required.
- 17.11.1.7 Each three (3) semester units of credit, to a maximum of sixty (60) units of credit, shall increase the classified member's base salary by one hundred dollars (\$100) per year, to a maximum of two thousand dollars (\$2,000) per year.
- 17.11.1.8 A maximum of six (6) semester units may be earned and applied to the employee's salary in any fiscal year.
- 17.11.1.9 If an employee plans to earn additional between May 1 and June 30 and apply those units for professional growth credit in the upcoming fiscal year's salary, an approved Classified Request for Professional Growth form must be received by the Human Resources Department by May 1.
- 17.11.1.10 Verification of units and grades must be received by July 10 (11 and 12 month employees) or September 10 (9 and 10 month employees) to affect salary for the current fiscal year. Otherwise, the salary increase shall become effective as of July 1 of the next fiscal year.
- 17.11.2 Enrollment Fee Reimbursement Program. A classified employee shall submit an Enrollment Fee Reimbursement Request form prior to any course taken at West Kern Community College District (WKCCD).
  - 17.11.2.1 Supervisory approval of the enrollment fee reimbursement request shall be contingent upon the following conditions:
    - a) The course must be a WKCCD course;
    - b) If the course is taken during regular work hours, the absence of the employee will not adversely affect the normal working operations of his/her department or work unit;
    - c) The course will improve the employee's service to the District; or the course is, or units shall be, part of the employee's verified enrollment in a degree, credential, or certificate program that relates to the employee's present assignment;

- d) If the course is taken during regular work hours, adjusted work hours shall be made up during the same week they are taken. If an employee does not make up the work hours missed due to course attendance during the week the hours were adjusted, either the employee shall utilize vacation pay or their pay shall be reduced in proportion to the time taken from the regular work week.
- e) The supervisor has the discretion to determine if two (2) or more employees in the same department or work unit may take a course on an adjusted work schedule basis, and be gone from the department or work unit at the same time;
- f) When two (2) employees in the same department or work unit have applied for the same hours of release time to attend a course, the employee with the most seniority will have priority;
- g) The number of adjusted hours per week which may be allowed will be determined by the employee's immediate supervisor;
- h) Employees shall be allowed to take a WKCCD course during their assigned lunch break provided the course does not interfere with the assigned work schedule;

17.11.2.2 Up to 3 units per year for part-time employees and up to 6 units per year for full-time employees will be reimbursed to the employee upon completion of the course with a grade of "C" or better and upon submission of a receipt to the Human Resources Department for processing. Units that are reimbursed are not eligible for the Professional Growth Program;

17.11.2.3 Reimbursements shall be limited to \$2,000 per employee maximum and a total of \$5,000 annual maximum for the entire bargaining unit.

**17.12 Reclassification Process:** Reclassification means the changing of a position to a different classification with a higher rate of pay as a result of a change of duties performed by the incumbent in the position through the modification or accretion of duties or through structural reorganization when implemented by the District. Reclassification may be granted for, but not limited to, the slow accretion of duties and responsibilities that have changed the basic nature of the position or when the duties of a position or positions have been changed due to a redistribution of tasks and/or responsibilities.

17.12.1 The Reclassification Committee shall consist of three members appointed by the Superintendent/President and three members appointed by the Chapter President. The chairperson shall be elected by the Committee.

17.12.1.1 A quorum will be any time four or more Committee members are present.

17.12.1.2 Votes shall be by secret ballot.

17.12.1.3 All votes will be taken from an equal number of members appointed by the Chapter President and Superintendent/President. (Example: If three members appointed by the Chapter President and two members appointed by the District are in attendance, one member of the Chapter will not vote.)

17.12.2 Reclassification requests due to accretion of duties will be accepted every October and February. Reclassification requests for positions affected by reorganization shall be reviewed by the committee within 40 days of approval of the reorganization by the Board of Trustees.

17.12.2.1 A meeting shall be called by the Chapter President no later than five work days from the close of the reclassification request period. The chairperson may call meetings at the request of any committee member.

17.12.2.2 Reclassification requests that are submitted during October shall be answered by January 15 of the following year, and, if approved, shall become effective on March 1 of that year. Reclassification requests that are submitted in February shall be answered by May 15 of the same year, and, if approved, shall become effective on July 1 of that same year.

17.12.2.3 Approved reclassification requests due to reorganization or the redistribution of duties will be retroactive to the date that the reorganization or redistribution was approved by the Board.

17.12.2.4 A copy of each request for reclassification shall be submitted to the Chapter President.

17.12.3 Requests for reclassification must be submitted in writing, via personal delivery or email to the Chapter President. The request shall include, at a minimum, the employee's name, current position, and salary placement, a copy of the employee's current job description, a written statement clearly detailing the change in duties, the specific reasons for the request, and justification for the salary range requested. Letters of recommendation, prior personal compensation information will not be accepted for these purposes. The completed request shall be transmitted to the Chapter President for submission to the Committee.

- 17.12.3.1 The Committee shall meet and consider each request.
- 17.12.3.2 The Committee shall send its recommendations for reclassification, denial of any reclassification request. In the event of a tie vote, the Chapter President will be make the deciding vote.
- 17.12.3.3 The Chapter President will attach his/her recommendation to the request and forward it to the Superintendent/President.
- 17.12.3.4 The Superintendent/President will forward his/her recommendation in support of a classification request, or to deny a reclassification request, to the Board.
- 17.12.3.5 The Board's decision is final, except as set forth in paragraph 17.12.5 inclusive.
- 17.12.3.6 The Chapter President will notify the employee of the outcome.
- 17.12.3.7 Approved reclassification requests shall result in the affected employee being placed on the lowest step of the new salary range that yields an increase in pay. Placement pursuant to this paragraph does not affect the employee's step change date.
- 17.12.4 An employee whose reclassification request is denied may appeal, in writing, to the level where the request was first denied, i.e., to the Committee, to the Superintendent/President, or to the Board. In an appeal at any level, the employee may appear on his/her own behalf and/or may be represented by the Exclusive Representative.
- 17.12.4.1 An appeal to the Committee shall be considered within ten (10) work days of its filing. A written decision of the Committee shall be issued within three (3) work days of the Committee meeting. If the Committee recommends the request on appeal, their request shall be processed pursuant to paragraphs 17.12.3.3 through 17.12.3.5.
- 17.12.4.2 An appeal to the Superintendent/ President shall be considered within ten (10) workdays of its filing. The written decision of the Superintendent/President shall be issued within three (3) work days of his/her consideration. If the Superintendent/President recommends the request on appeal, the request shall be processed pursuant to paragraphs 17.12.3.3 through 17.12.3.5.

- 17.12.4.3 An appeal to the Board shall be considered at the first regular meeting of the Board following receipt of the appeal. The written decision of the Board shall be issued to the employee within five (5) work days of the Board meeting. The Board's decision shall be final.
- 17.12.4.4 An appeal that is rejected at 17.12.4.1 or 17.12.4.2, or any appeal that is rejected after being processed pursuant to 17.123.3 through 17.12.3.5 may not be appealed further.
- 17.12.5 Nothing in this reclassification procedure shall preclude an employee from filing an out of classification pursuant to Article 17, section 17.13, Working Out of Classification of this Agreement. The grievance, which shall conform to the requirements of Article 20, Grievance Procedure.
- 17.13 Working Out of Classification:** An employee may be required to perform duties that are inconsistent with the duties prescribed for the employee's position by the Board of Trustees. However, no employee shall be required to perform inconsistent duties for any period of time that exceeds five work days within a 15 calendar day period unless the employee is compensated at a rate which reasonably reflects the duties performed. If the employee is assigned to perform duties that are normally performed by an employee in a higher classification, the employee shall receive the regular rate of pay for that higher classification at the step that reflects an increase in salary.

#### ARTICLE 18: INSURANCE BENEFITS

	Employee Hire Date			
	On or Before 8/15/2002	8/16/2002- 4/30/2010	On or After 5/1/2010	On or After 5/1/2016
<b>Years of Service &amp; Age Requirement</b>	10	20 @ Age 55 OR 15 @ Age 60	20 @ Age 55 OR 15 @ Age 60	20
<b>Length of District Paid Benefit</b>	Life	Life	Age 65	Up to 5 years or Retiree Age 65
<b>Includes Dependents</b>	Yes to Retiree Age 65	Yes to Retiree Age 65	Yes	Yes, up to 5 years or Retiree Age 65

**18.1**        **Active Full-Time Member Insurance Benefits:** The District shall provide health and welfare benefits for active full-time unit members and their eligible dependents as follows: Payment of monthly premiums for District Options C to include medical, prescription, employee assistance program (EAP), vision, dental with orthodontia and life insurance coverage. Active full-time unit members and their eligible dependents may select District Option Plan B, however, the full-time unit member shall pay the difference in cost between Plans B and C by monthly payroll deductions through the District's Section 125 plan. Further details regarding the health insurance benefits are described in Appendix E.

**18.2**        **Benefits Eligibility:** Eligibility requirements and procedures relative to fringe benefit programs shall be established and administered by the District in accordance with prior district practice.

**18.3**        **Retiree Health Benefits Program:** The District shall make a contribution for the health benefit program on behalf of a regular full-time classified member who has retired from District employment into the Public Employees Retirement System ("PERS") or the State Teachers Retirement System ("STRS") as follows:

**18.3.1**        A regular full-time classified member hired on or before 8/15/2002 who was employed by the District for at least ten (10) complete calendar years, or serves a pro-rated\* equivalency of ten (10) full-time calendar years with the final five (5) years at full-time status, shall be eligible to participate in a District paid health benefits program upon retirement for the life of the retiree. A Board approved leave of absence shall not constitute a breach in service for the purpose of calculating a complete calendar year of service. The District contribution shall be the same amount as the District's monthly health benefits program contribution for a regular classified member who has not retired, as those contributions may change from time-to-time. (See Appendix E) The retiree's eligible dependents are entitled to receive District paid health benefits until the retiree reaches the age of 65. At that time, the eligible dependents are entitled to continue the health benefits program for the life of the retiree at the retiree's cost.

A regular full-time classified member hired on 8/16/2002 or thereafter and through 4/30/10 who was employed by the District for at least twenty (20) complete calendar years and who is age 55 or older, (or serves a pro-rated\* equivalency of twenty (20) full-time calendar years with the final ten (10) years at full-time status and who is age 55 or older) or who was employed by the District for at least fifteen (15) complete calendar years and who is age 60 years or older (or serves a pro-rated\* equivalency of fifteen (15) full-time calendar years with the final seven and one half (7.5) years at full-time status) and who is age 60 or older shall be eligible to participate in a District paid health benefits program upon retirement for the life of the retiree. The District contribution shall be the same amount as the District's monthly health benefits

program contribution for a regular classified member who has not retired, as those contributions may change from time-to-time. (See Appendix E) The retiree’s eligible dependents are entitled to receive District paid health benefits until the retiree reaches the age of 65. At that time, the eligible dependents are entitled to continue the health benefits program for the life of the retiree at the retiree’s cost.

A regular full-time classified member hired on 5/1/2010 or thereafter through 4/30/16 who was employed by the District for at least twenty (20) complete calendar years and who is age 55 or older (or serves a pro-rated\* equivalency of twenty (20) full-time calendar years with the final ten (10) years at full-time status and who is age 55 or older) or who was employed by the District for at least fifteen (15) complete calendar years and who is age 60 years or older (or serves a pro-rated\* equivalency of fifteen (15) full-time calendar years with the final seven and one half (7.5) years at full-time status) and who is age 60 or older and his/her eligible dependents shall be entitled to participate in

District paid health benefits program upon retirement until the retiree reaches 65 years of age. At that time, the retiree and eligible dependents are entitled to continue the health benefits program at the retiree’s cost.

A regular full-time classified member hired on 5/1/2016 or thereafter, who was employed by the District for at least twenty (20) complete calendar years and his/her eligible dependents shall be eligible to participate in a District paid health benefits program for up to (5) years or until the retiree reaches 65 years of age. In order to receive the health benefits a 2.5% annual premium co-pay is required. Example: Current benefit package cost \$20,000.  $\$20,000 \times .025 = \$500$  per year or \$41.67 per month.) Hire date is defined as the employee’s first paid date of service.

All full-time classified employee members retiring between the ages of 55 to 63 have the option to opt-out of retiree health benefits and receive a one-time cash incentive based on the current dollar amount for active employees as shown in the table below:

<b>Age at Retirement</b>	<b>20% of current dollar amount of active employee benefit package</b>
55	Multiplied by 9
56	Multiplied by 8
57	Multiplied by 7
58	Multiplied by 6
59	Multiplied by 5
60	Multiplied by 4
61	Multiplied by 3
62	Multiplied by 2
63	Multiplied by 1

(Example: Assume current benefit package is \$20,000. 20% of \$20,000 is \$4,000. A 58-year old employee retires and opts out of retiree health benefits. For opting out the member receives a one-time cash payout of \$24,000.)

Note: Once a classified member accepts the incentive to opt out of the retiree health benefit program, they will not be able to opt back in.

Any regular full-time classified member who has retired from the District and is ineligible or becomes ineligible for District provided retiree benefits has the option to continue on the District health benefit program or the District supplemental program at the retiree's cost.

\*For the purposes of pro-rating part-time service, a forty (40) hour work week will be used. Once an employee is in full benefit status, they are considered to be in full-time status.

- 18.3.2 A retiree or eligible dependent who is covered by the provisions of paragraph 18.3.1 and who reaches the age of 65 or becomes eligible for Medicare, whichever occurs first, must enroll in and pay the cost of Medicare Part A and Part B within one month of eligibility or the District contribution shall be terminated.
- 18.3.3 Upon enrollment in Medicare Part A and Part B, the District's monthly medical insurance contribution shall be reduced to the amount necessary to provide the AARP Plan F Medicare supplement insurance program. (See Appendix E)
- 18.3.4 A retiree, as a condition of receiving the medical insurance contribution benefit under paragraph 18.3, inclusive, must maintain continuous medical insurance coverage and eligibility pursuant to the provisions of current district medical insurance plans.
- 18.3.5 The District and Association recognize that changes to this article may need to be negotiated from time-to-time depending upon the District's financial condition, provider/benefit changes, and other changes in the law and in the health care field; accordingly, the parties agree that nothing in this article shall be considered as creating a vested right of any unit member.

## ARTICLE 19: SAFETY CONDITIONS

- 19.1 **Safety:** The District shall make a reasonable effort to provide employment and a place of employment which is as safe as the nature of the employment and assigned duties reasonably permit. A unit member shall not be required to perform duties under conditions which pose an immediate and serious threat of serious bodily harm to the unit member, provided that he or she has exhausted all reasonable means within his or her discretion to remedy the condition. Unit member's concerns relative to safety conditions may be a topic of discussion in the Employer/Employee relations committee.



## ARTICLE 20: GRIEVANCE PROCEDURE

- 20.1**      **General Provisions:** A grievance is defined as a formal written statement by a unit member or the association alleging that the District has violated an express provision of this Agreement. All other matters and disputes of any nature are beyond the scope of these procedures. Also excluded from these procedures are Articles I, II, and III as well as those matters so indicated elsewhere in this Agreement.
- 20.1.1      The respondent in all cases shall be the District itself rather than any individual. The District may be represented by the appropriate administrator. The filing or the status of a pending grievance shall not delay or interfere with implementation of any District action during the processing thereof.
- 20.1.2      A "Day" is a day in which the District Administration Office is open for business.
- 20.2**      **Informal Stage:** Before filing a formal written grievance, the grievant shall attempt to resolve the problem by means of an informal conference with his/her immediate supervisor.
- 20.3**      **Formal Stage Level I:** Within twenty (20) days after the occurrence of the act or omission giving rise to the grievance, or within twenty (20) days of when the grievant, or the Exclusive Representative could reasonably have known of the act or omission, the grievant must present such grievance in writing to the supervising Vice President.
- 20.3.1      The written statement shall be a clear and concise statement of the grievance, including the express provision(s) of this Agreement alleged to have been violated, the circumstances involved, the date of the informal conference, and the specific remedy sought.
- 20.3.2      Either party may request and shall be entitled to a personal conference with the other party. The supervising Vice President, in coordination with Human Resources, shall communicate a decision to the grievant in writing within ten (10) days after receiving the grievance, or the conference set forth above, and such action will terminate Level I.
- 20.4**      **Formal Stage Level II:** In the event the grievance is denied at Level I, the grievant may appeal the denial, in writing, to the Superintendent/President or designee within ten (10) days after the termination of Level I.
- 20.4.1      This appeal shall include a copy of original grievance, the Level I denial, and a clear and concise statement of the reason(s) for the appeal. Either the grievant or the Superintendent/President or designee may request and shall be entitled to a personal conference.

- 20.4.1.1 Either party, on written notice to the other party within two (2) workdays of the filing of the Level II appeal, may request conciliation from the California State Mediation and Conciliation Service in lieu of the meeting specified herein.
- 20.4.1.2 The conciliator shall attempt to find a mutually acceptable resolution to the grievance.
- 20.4.1.3 The conciliator shall not issue any public statements of fact or opinion on the issue. The conciliation or settlement positions of either party shall not be introduced into any other grievance level.
- 20.4.2 The Superintendent/President or designee shall communicate a decision within ten (10) days after receiving the appeal, or the conference set forth above, and such a decision will terminate Level II.
- 20.5 Formal Stage Level III:** In the event that the grievance is denied at Level II, the grievant may appeal the denial in writing within five (5) days to the Board of Trustees.
- 20.5.1 The appeal shall contain a copy of the materials filed at each level, and the Level I and II denials, and a statement of the reason(s) for the appeal.
- 20.5.2 The Board alone has the power to render a final and binding determination of the grievance. If, upon review of the written record, the Board determines that it is unable to render a final determination on the record, it may reopen the record for the taking of additional evidence.
- 20.6 Failure to Meet Time Limits:** If a grievance is not processed by the grievant in accordance with the time limits set forth in this Article, the grievance shall be considered to be waived and settled on the basis of the action or decision made by the appropriate level. If the District fails to respond to the grievance in a timely manner at any level, the expiration of the time limit shall be deemed to be a denial of the grievance and termination of the level involved. The grievant may then proceed to the next level. Time limits may be lengthened or shortened in any particular case only by mutual written agreement.
- 20.7 Representation:** The grievant shall be entitled upon request to representation by the Exclusive Representative at all formal level grievance meetings. In situations where the Exclusive Representative has not been requested to represent the grievant, the District will not agree to a final resolution of the grievance until the Exclusive Representative has received a copy of the grievance and the proposed resolution and has been given the opportunity to state views on the matter. Five (5) days will be considered an opportunity in this instance.
- 20.8 Reasonable Released Time:** Reasonable released time will be provided a designated representative for the purpose of representing a grievant pursuant to this Article when meetings or appointments are mutually scheduled by the District and the Association.

- 20.9 **Confidentiality**: In order to encourage a timely and fair review of a grievance, it is agreed that from the time a grievance is filed until it is processed through the procedure, neither the grievant nor the Association nor the District shall make public either the grievance or evidence regarding the grievance. Written materials relating to a grievance, except settlements or Board decisions shall not be filed in a unit member's personnel file.
- 20.10 **No Reprisal**: No reprisal of any kind will be taken by the District against any grievant or participant in the grievance procedure by virtue of such participation.

#### **ARTICLE 21: CONCLUSION OF MEET AND NEGOTIATE**

- 21.1 During the term of this agreement CSEA expressly waives and relinquishes the right to meet and negotiate and agrees that the District shall not be obligated to meet and negotiate with respect to any subject or matter whether referred to covered in this Agreement or not, even though each subject or matter may not have been within the knowledge or contemplation of either or both the District or CSEA at the time they met and negotiated on and executed this Agreement and even though such subjects or matters were proposed and later withdrawn. The parties may reopen any provision of this Agreement by mutual agreement.

#### **ARTICLE 22: SAVINGS PROVISION**

- 22.1 **Provision**: If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

#### **ARTICLE 23: TERM AND RENEGOTIATION**

- 23.1 **Term**: This Agreement shall become effective upon final ratification by the Board of Trustees and shall continue in effect to and including June 30, 2023. For the 2020-21 and 2021-22 and 2022-23 academic years, the Exclusive Representative and the District may each reopen any Article at any time for negotiations.
- 23.2 **Negotiation of a Successor Agreement**: The parties agree to open negotiations on a successor Agreement as follows:
- 23.2.1 The Exclusive Representative shall make a written proposal to the District at a regular Board meeting in spring 2020. This notice shall activate the public notice requirements of the Educational Employment Relations Act.

- 23.2.2 Upon satisfaction of the public notice requirement (not to exceed 60 calendar days), negotiations shall commence at a mutually acceptable time and place for the purpose of considering proposed modifications or amendments to this Agreement.
- 23.2.3 CSEA shall be provided reasonable release time for a reasonable number of representatives to participate in negotiations.
- 23.2.3.1 Either part may utilize the service of an outside consultant to assist in the meet and negotiate process.

**RECOMMENDED FOR RATIFICATION**

**For the District**

**For the Exclusive Representative**

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SEVERO BALASON  
Vice President, Student Services

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KRYSTAL ALLIKAS  
Secretary

---

DR. DEBRA DANIELS  
Superintendent/President

---

ALLISA TWEEDY  
Treasurer

---

HEATHER DEL ROSARIO  
Vice President, Human Resources

---

JEANENE ROBERTSON  
Vice President

---

BROCK MCMURRAY  
Executive Vice President,  
Administrative Services

---

GREG HAWKINS  
President

---

LESLIE MINOR  
Vice President, Instruction

---

ANDREA JUAREZ  
CSEA Labor Relations Representative

**RATIFIED**

By their signatures below, the signatories certify that they are the authorized representatives of either the District or the Exclusive Representative as the contracting parties; that all actions necessary for the District or the Exclusive Representative to ratify and accept this Agreement as a binding and bilateral agreement have been completed in the manner required by that party and the law; and that this Addendum to Agreement is hereby entered into without the need for further ratification and acceptance.

**WEST KERN COMMUNITY COLLEGE DISTRICT**

**TAFT COLLEGE CSEA, CHAPTER #543**

\_\_\_\_\_  
Dawn Cole  
President, Board of Trustees  
West Kern Community College District

\_\_\_\_\_  
Greg Hawkins  
President,  
California School Employees  
Association, Chapter #543

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Emmanual Campos  
Secretary, Board of Trustees  
West Kern Community College District

Dated: \_\_\_\_\_

**WEST KERN COMMUNITY COLLEGE DISTRICT  
CLASSIFIED SALARY SCHEDULE  
2020-21 ACADEMIC YEAR  
ANNUAL SCHEDULE**

<b>RANGE</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>
1	27002	28352	29770	31259	32821	34463	35324	35677	36034
2	27677	29061	30514	32040	33642	35324	36207	36569	36935
3	28369	29788	31277	32841	34483	36207	37112	37484	37858
4	29079	30532	32059	33662	35345	37112	38040	38421	38805
5	29806	31296	32861	34504	36229	38040	38991	39381	39775
6	30551	32078	33682	35366	37134	38991	39966	40366	40769
7	31314	32880	34524	36250	38063	39966	40965	41375	41789
8	32097	33702	35387	37157	39014	40965	41989	42409	42833
9	32900	34545	36272	38086	39990	41989	43039	43469	43904
10	33722	35408	37179	39038	40990	43039	44115	44556	45002
11	34565	36294	38108	40014	42014	44115	45218	45670	46127
12	35429	37201	39061	41014	43065	45218	46348	46812	47280
13	36315	38131	40037	42039	44141	46348	47507	47982	48462
14	37223	39084	41038	43090	45245	47507	48695	49182	49673
15	38154	40061	42064	44168	46376	48695	49912	50411	50915
16	39107	41063	43116	45272	47535	49912	51160	51671	52188
17	40085	42089	44194	46403	48724	51160	52439	52963	53493
18	41087	43142	45299	47564	49942	52439	53750	54287	54830
19	42114	44220	46431	48753	51190	53750	55094	55645	56201
20	43167	45326	47592	49971	52470	55094	56471	57036	57606
21	44246	46459	48782	51221	53782	56471	57883	58462	59046
22	45353	47620	50001	52501	55126	57883	59330	59923	60522
23	46486	48811	51251	53814	56505	59330	60813	61421	62035
24	47649	50031	52533	55159	57917	60813	62333	62957	63586
25	48840	51282	53846	56538	59365	62333	63892	64531	65176
26	50061	52564	55192	57952	60849	63892	65489	66144	66805
27	51312	53878	56572	59400	62370	65489	67126	67797	68475
28	52595	55225	57986	60885	63930	67126	68804	69492	70187
29	53910	56605	59436	62408	65528	68804	70524	71230	71942
30	55258	58021	60922	63968	67166	70524	72288	73010	73741
31	56639	59471	62445	65567	68845	72288	74095	74836	75584
32	58055	60958	64006	67206	70566	74095	75947	76707	77474
33	59507	62482	65606	68886	72331	75947	77846	78624	79410
34	60994	64044	67246	70608	74139	77846	79792	80590	81396
35	62519	65645	68927	72374	75992	79792	81787	82605	83431
36	64082	67286	70650	74183	77892	81787	83831	84670	85516
37	65684	68968	72417	76038	79839	83831	85927	86786	87654
38	67326	70692	74227	77938	81835	85927	88075	88956	89846
39	69009	72460	76083	79887	83881	88075	90277	91180	92092
40	70735	74271	77985	81884	85978	90277	92534	93460	94394

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0 % COLA effective 7/1/08, 7/1/09, 07/1/10, 7/1/11, 7/1/12  
4.4% COLA effective 7/1/07, Board Approved 6/14/07  
5.87% COLA plus 3% Effective 7/1/06, Board Approved 6/14/06  
3.81% COLA Effective 7/1/05, Board Approved 6/8/05

## WEST KERN COMMUNITY COLLEGE DISTRICT

## CLASSIFIED SALARY SCHEDULE

## 2020-21 ACADEMIC YEAR

## MONTHLY SCHEDULE

RANGE	A	B	C	D	E	F	G	H	I
1	2250	2363	2481	2605	2735	2872	2944	2973	3003
2	2306	2422	2543	2670	2804	2944	3017	3047	3078
3	2364	2482	2606	2737	2874	3017	3093	3124	3155
4	2423	2544	2672	2805	2945	3093	3170	3202	3234
5	2484	2608	2738	2875	3019	3170	3249	3282	3315
6	2546	2673	2807	2947	3095	3249	3330	3364	3397
7	2610	2740	2877	3021	3172	3330	3414	3448	3482
8	2675	2809	2949	3096	3251	3414	3499	3534	3569
9	2742	2879	3023	3174	3332	3499	3587	3622	3659
10	2810	2951	3098	3253	3416	3587	3676	3713	3750
11	2880	3024	3176	3334	3501	3676	3768	3806	3844
12	2952	3100	3255	3418	3589	3768	3862	3901	3940
13	3026	3178	3336	3503	3678	3862	3959	3999	4038
14	3102	3257	3420	3591	3770	3959	4058	4098	4139
15	3179	3338	3505	3681	3865	4058	4159	4201	4243
16	3259	3422	3593	3773	3961	4159	4263	4306	4349
17	3340	3507	3683	3867	4060	4263	4370	4414	4458
18	3424	3595	3775	3964	4162	4370	4479	4524	4569
19	3510	3685	3869	4063	4266	4479	4591	4637	4683
20	3597	3777	3966	4164	4373	4591	4706	4753	4800
21	3687	3872	4065	4268	4482	4706	4824	4872	4921
22	3779	3968	4167	4375	4594	4824	4944	4994	5044
23	3874	4068	4271	4484	4709	4944	5068	5118	5170
24	3971	4169	4378	4597	4826	5068	5194	5246	5299
25	4070	4273	4487	4712	4947	5194	5324	5378	5431
26	4172	4380	4599	4829	5071	5324	5457	5512	5567
27	4276	4490	4714	4950	5198	5457	5594	5650	5706
28	4383	4602	4832	5074	5327	5594	5734	5791	5849
29	4492	4717	4953	5201	5461	5734	5877	5936	5995
30	4605	4835	5077	5331	5597	5877	6024	6084	6145
31	4720	4956	5204	5464	5737	6024	6175	6236	6299
32	4838	5080	5334	5601	5881	6175	6329	6392	6456
33	4959	5207	5467	5741	6028	6329	6487	6552	6618
34	5083	5337	5604	5884	6178	6487	6649	6716	6783
35	5210	5470	5744	6031	6333	6649	6816	6884	6953
36	5340	5607	5888	6182	6491	6816	6986	7056	7126
37	5474	5747	6035	6336	6653	6986	7161	7232	7305
38	5611	5891	6186	6495	6820	7161	7340	7413	7487
39	5751	6038	6340	6657	6990	7340	7523	7598	7674
40	5895	6189	6499	6824	7165	7523	7711	7788	7866

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## WEST KERN COMMUNITY COLLEGE DISTRICT

## CLASSIFIED SALARY SCHEDULE

2020-21 ACADEMIC YEAR

HOURLY SCHEDULE (Based on 2080 Hrs./Yr.)

RANGE	A	B	C	D	E	F	G	H	I
1	12.98	13.63	14.31	15.03	15.78	16.57	16.98	17.15	17.33
2	13.30	13.97	14.67	15.40	16.18	16.98	17.41	17.58	17.76
3	13.64	14.32	15.03	15.79	16.58	17.41	17.84	18.02	18.20
4	13.98	14.68	15.42	16.18	16.99	17.84	18.29	18.47	18.66
5	14.33	15.05	15.80	16.59	17.42	18.29	18.74	18.93	19.13
6	14.69	15.42	16.19	17.00	17.86	18.74	19.21	19.41	19.60
7	15.06	15.81	16.60	17.43	18.30	19.21	19.70	19.89	20.09
8	15.43	16.21	17.01	17.86	18.76	19.70	20.19	20.39	20.59
9	15.82	16.61	17.44	18.31	19.22	20.19	20.69	20.90	21.11
10	16.21	17.03	17.87	18.77	19.71	20.69	21.21	21.42	21.63
11	16.62	17.45	18.32	19.23	20.20	21.21	21.74	21.96	22.18
12	17.03	17.88	18.78	19.72	20.71	21.74	22.28	22.51	22.73
13	17.46	18.33	19.25	20.21	21.22	22.28	22.84	23.07	23.30
14	17.90	18.79	19.73	20.72	21.75	22.84	23.41	23.64	23.88
15	18.34	19.26	20.22	21.24	22.30	23.41	23.99	24.24	24.48
16	18.80	19.74	20.73	21.77	22.85	23.99	24.59	24.84	25.09
17	19.27	20.23	21.25	22.31	23.42	24.59	25.21	25.47	25.72
18	19.75	20.74	21.78	22.87	24.01	25.21	25.84	26.10	26.36
19	20.25	21.26	22.32	23.44	24.61	25.84	26.49	26.75	27.02
20	20.75	21.79	22.88	24.02	25.23	26.49	27.15	27.42	27.69
21	21.27	22.34	23.45	24.62	25.86	27.15	27.83	28.11	28.39
22	21.80	22.89	24.04	25.24	26.50	27.83	28.52	28.81	29.10
23	22.35	23.47	24.64	25.87	27.17	28.52	29.24	29.53	29.83
24	22.91	24.05	25.26	26.52	27.84	29.24	29.97	30.27	30.57
25	23.48	24.65	25.89	27.18	28.54	29.97	30.72	31.03	31.33
26	24.07	25.27	26.53	27.86	29.26	30.72	31.48	31.80	32.12
27	24.67	25.90	27.20	28.56	29.99	31.48	32.27	32.60	32.92
28	25.29	26.55	27.88	29.27	30.73	32.27	33.08	33.41	33.74
29	25.92	27.21	28.58	30.01	31.51	33.08	33.91	34.25	34.59
30	26.57	27.89	29.29	30.76	32.29	33.91	34.75	35.10	35.45
31	27.23	28.59	30.02	31.52	33.10	34.75	35.63	35.98	36.34
32	27.91	29.31	30.77	32.31	33.93	35.63	36.51	36.88	37.25
33	28.61	30.04	31.54	33.12	34.78	36.51	37.43	37.80	38.18
34	29.33	30.79	32.33	33.95	35.64	37.43	38.36	38.75	39.13
35	30.06	31.56	33.14	34.79	36.54	38.36	39.32	39.72	40.11
36	30.81	32.35	33.97	35.67	37.45	39.32	40.30	40.71	41.11
37	31.58	33.16	34.82	36.55	38.38	40.30	41.31	41.72	42.14
38	32.37	33.99	35.69	37.47	39.35	41.31	42.35	42.77	43.19
39	33.18	34.83	36.58	38.41	40.33	42.35	43.40	43.83	44.27
40	34.01	35.71	37.49	39.37	41.34	43.40	44.49	44.93	45.38

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## APPENDIX B: RECOGNITION RESOLUTION

EXCERPT FROM OFFICIAL MINUTES, BOARD OF TRUSTEES  
REGULAR MEETING, MAY 5, 1976

RECOGNITION OF CSEA AS EXCLUSIVE REPRESENTATIVE FOR ALL CLASSIFIED EMPLOYEES EXCLUDING CONFIDENTIAL AND SUPERVISORY EMPLOYEES.

A request was received from the classified employees for CSEA to be recognized as the exclusive representative for all classified employees excluding confidential and supervisory employees in connection with Government Code 3544. The request was posted from April 8 - April 30, 1976 as required and no challenges were received.

It was moved by Mr. Scott, seconded by Mr. Mundy and unanimously carried to recognize CSEA as the Exclusive Representative for all classified employees excluding confidential and supervisory employees in accordance with Government Code 3544.

## APPENDIX C: CATASTROPHIC LEAVE PAY

- A. Catastrophic leave pay may be available to an employee as set forth herein pursuant to the provisions of Education Code section 87045. Catastrophic leave pay shall consist of the amount of sick leave credit, vacation time, or compensatory time off credits that are donated to the affected employee by other employees.
1. Donations of sick leave credit shall be made in blocks that are equivalent to one day of leave for the donating employee. An employee who donates sick leave credits shall be required to have a sick leave balance equivalent to five days (e.g., full-time employee = 40 hours) following the donation.
  2. Donations of vacation time or compensatory time off credits shall be made in blocks of not less than two hours per donating employee.
- B. For the purpose of calculating credits for an employee who receives catastrophic pay, the following shall apply:
1. If the employee who donates eligible time credits is at a different salary rate than the employee who receives the credits, the formula to be used shall be: Donating employee's hourly rate multiplied by number of hours donated equals \$X; \$X divided by receiving employee's hourly rate equals the number of catastrophic leave hours available to receiving employee.  
  
Example: Donating employee - Secretary (rate \$9.00 per hour) donates eight hours:  $\$9.00 \times 8 = \$72.00$ ;  
Receiving employee - Clerk (rate \$7.00 per hour) will be entitled to:  $\$72.00 \div \$7.00 = 10.29$  hours of catastrophic leave credits.
  2. If the employee or employees who donate eligible time credits are at the same salary rate as the employee who receives the credits, the receiving employee shall be credited with the number of hours donated.
  3. The receipt of donated time credits under this program shall not serve to extend or modify the terms or limitations of ARTICLE 13, LEAVES OF ABSENCE, paragraph 13.4.4 of this Agreement. However, at the written request of the employee, donated time credits shall be coordinated with differential pay during a period when the employee is on extended sick leave in order to mitigate the impact of the deduction of the substitute's pay from the employee's regular pay. Further, at the written request of the employee,

donated time credits shall be coordinated with Family Medical Leave Act benefits in order to provide a continuation of income, or to provide an extension of contributions for the District's health insurance package, or both during the period when the employee does not receive regular wages from the District.

- C. The employee shall fill out an application form for catastrophic leave and shall attach a written statement and verification from a licensed physician or practitioner indicating the nature and extent of the illness or injury without revealing confidential medical information, the projected date of the employee's return to work, and a statement that the employee is medically unable to work due to the illness or injury.
  - 1. Where the application is based on the catastrophic illness or injury of a member of the employee's immediate family, all required medical information, statements, and verifications shall be related to the affected family member. In addition, the employee shall attach a written statement indicating the circumstances that require the employee's absence from work. Finally, the employee shall be allowed and required to utilize all of the employee's available regular sick leave and other paid time off as provided by ARTICLE 13, LEAVES OF ABSENCE, paragraph 13.2, inclusive, of this Agreement prior to the receipt of donated time credits.
  
- D. The term "catastrophic illness or injury" shall be defined as set forth in Education Code section 87045(a) which states:

“‘Catastrophic illness’ or ‘injury’ means an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employee’s family which incapacity requires the employee to take time off from work for an extended period of time to care for the family member, and taking extended time off work creates a financial hardship for the employee because he or she has exhausted all of his or her sick leave and other paid time off.”

## APPENDIX D: DISCIPLINE OF PERMANENT CLASSIFIED EMPLOYEES

- A. Discipline shall be imposed upon a permanent classified employee pursuant to the terms of this Appendix.
1. Disciplinary action shall be for just cause and shall be administered in accordance with the provisions of this Appendix. The level of severity of discipline should be reasonably related to the nature of the offense committed by the employee and should take into account any prior disciplinary action imposed on the employee.
  2. "Discipline" or "disciplinary action" shall mean formal action against a permanent employee in the form of a letter of reprimand, reassignment, demotion, reduction in wage rate, transfer, suspension, or termination of an employee when any of these actions is taken as a result of an offense committed by the employee.
    - a. The following are considered to be informal disciplinary actions and are specifically excluded from the provisions and procedures of this Appendix: oral warning, incident report, letter of warning, deduction of pay for being absent without leave (AWOL) in the absence of any other discipline. Incident reports and letters of warning are not placed in the official personnel file in the Human Resources Department.
    - b. Also specifically excluded from the provisions and procedures of this Appendix are actions taken by the District as part of the process of evaluation of an employee's work performance pursuant to the provisions of ARTICLE 10, EVALUATION, except when the District imposes disciplinary action following a written evaluation.
    - c. No disciplinary action shall be taken for any cause that arose prior to the employee becoming permanent or for any cause that arose more than two years preceding the date of the notice of disciplinary action unless the cause was concealed or not disclosed by the employee when it reasonably could be assumed that the employee should have disclosed the facts to the District.

### Pre-Discipline Investigation

- B. Any recommendation or request for disciplinary action against an employee shall be brought to the attention of the Superintendent/President or designee. The Superintendent/President or designee may determine to conduct an investigation into the matter. As a part of the investigation process, the Superintendent/President or designee may hold an informal meeting with the employee. Prior to the meeting, the employee should be notified in writing of the allegation or allegations that serve as the basis for the meeting. In addition, the employee shall be notified of the right to be accompanied to the meeting by a representative of the Exclusive Representative. If the employee elects not to be represented by the Exclusive Representative, the employee shall sign a statement to that effect. A copy of the signed statement shall be sent to the Exclusive Representative within five days of being signed.

### Notice of Discipline

- C. If a determination is made to institute disciplinary action against the employee, the Superintendent/President or designee shall give the employee a written Notice of Proposed Disciplinary Action ("Notice").
1. The Notice shall inform the employee of the charge or charges on which the disciplinary action is based and shall comply with the provisions of Education Code section 45116. Any document or documents that have been relied upon to support the proposed discipline shall either be attached or otherwise be made available to the employee.
  2. The Notice shall be personally served upon the employee, and shall be signed for and dated upon receipt, or it shall be sent by United States certified mail, return receipt requested, addressed to the employee at the employee's last known address of record. Additionally, the Notice may be sent by first class mail. When a Representative of the employee was involved in the process prior to the issuance of the Notice, the Representative shall also be sent a copy of the Notice.
  3. The Notice shall inform the employee of the right to have a meeting with the Superintendent/President or designee or to respond in writing to the Superintendent/President or designee, or both. The meeting date and time shall be set forth in the Notice and shall not be less than seven days from the date of the Notice. The deadline for a written response shall be the same day as the scheduled meeting.

4. If, following the meeting (or receipt of a written response), the Superintendent/President or designee determines that it is appropriate to proceed with the proposed discipline, the employee shall be informed in writing at the same time that the Notice is communicated to the Board of Trustees. The employee notification shall inform the employee of the effective date of the disciplinary action and shall include a statement of the right to a hearing on the charges and the time within which the hearing may be requested which shall be not less than five days after service of the notification. The notification shall also include a form, the signing and filing of which shall constitute a demand for hearing and denial of all charges. Failure to file the demand for a hearing as set forth in the notification shall constitute a waiver of the right to a hearing and the proposed discipline shall be imposed as final.

#### Disciplinary Hearing

- D. If the employee files the demand and denial, the disciplinary hearing shall be conducted pursuant to paragraph D.1 or D.2, inclusive.
  1. If the employee is represented by the Exclusive Representative, the hearing shall be before an arbitrator selected from the panel of the California State Mediation and Conciliation Service at the election of the Exclusive Representative.
    - a. The Exclusive Representative shall have five work days from receipt of the Notice to inform the District of its election to proceed before an arbitrator.
    - b. The arbitrator shall hold a hearing and shall issue written findings of fact, conclusions, and an advisory recommendation to the Board of Trustees.
    - c. Thereafter, the Board shall consider the arbitrator's findings, conclusions, and recommendation and shall make a final determination on the disciplinary action. The employee will be provided an opportunity to address the Board prior to the Board's determination.
    - d. The District and the Exclusive Representative shall share the per diem and expense costs of the arbitrator. Each party shall bear all other costs of its own case.

2. If the employee elected not to be represented as set forth in paragraph B of this Appendix or if the Exclusive Representative does not elect to proceed before an arbitrator, the hearing shall be conducted by the Board of Trustees pursuant to the following:
  - a. The burden of proof to support the discipline rests with the District.
  - b. The employee, and a representative if the employee desires, may present evidence or argument to the Board, or to a Hearing Officer designated by the Board, prior to the Board making a decision.
  - c. Following the appeal hearing, the Board shall adopt, modify, or reject the discipline.
  - d. The Board's decision shall be in writing and shall set forth the findings of fact, conclusions, and reasons for the Board's determination.
  - e. If the Board either modifies or rejects the discipline, the employee's personnel records shall be adjusted to reflect the Board's decision.
  - f. The decision of the Board shall be final.

#### Miscellaneous Provisions

- E. When the Superintendent/President or designee determines that the needs of the District so require, an employee may be suspended immediately on an emergency basis prior to the completion of the procedures set forth in paragraphs B through D. In that case, the suspension and any denial of compensation as provided by statute shall be an issue in the hearing, if one is requested by the employee.
- F. All information and proceedings regarding any of the above actions or proposed actions shall be kept as confidential as possible by all parties to the proceeding. The notification to the employee and to the employee's representative set forth in this Appendix shall not be considered a violation of the terms of this paragraph. The Exclusive Representative shall receive a written summary of any hearing where the Exclusive Representative did not represent the employee.



# Summary of Benefits

## Self-Insured Schools of CA – SISC Dental Health Network



Anthem Dental Essential Choice PPO \$4000  
Anthem Blue Cross Dental

Effective Date: 10/1/19

### Your dental benefits at a glance:

Benefits*	In-Network	Out-of-Network
Coverage Year		Calendar Year
Office Visit Copay		\$0
Annual Deductible per insured person		\$0
Annual Benefit Maximum	\$4,000	\$250
• Diagnostic & Preventive Services are applied to the Annual Benefit Maximum		
Annual Implant Maximum	\$2,000	\$0
• Applies to the Annual Benefit Maximum		
Orthodontic Lifetime Benefit Maximum	\$2,000	\$2,000
• Per eligible person		
Dental Services *	In-Network Anthem Pays:	Out-of-Network Anthem Pays:
Diagnostic & Preventive Services	100% coinsurance	0% coinsurance
• Exams, cleanings, x-rays		
Basic (Restorative) Services	100% coinsurance	0% coinsurance
• Fillings, simple tooth extractions, sealants		
Endodontics (Surgical and Non-Surgical)	100% coinsurance	0% coinsurance
• Root canal and retreatments		
Periodontics (Surgical and Non-Surgical)	100% coinsurance	0% coinsurance
• Periodontal maintenance, scaling and root planning, periodontal Surgery		
Oral Surgery (Simple and Complex)	100% coinsurance	0% coinsurance
• Simple and surgical extraction		
Major (Restorative) Services	100% coinsurance	0% coinsurance
• Crowns, onlays, veneers		
Prosthodontics	50% coinsurance	0% coinsurance
• Dentures, bridges, implants		
Repairs/Adjustments	50% coinsurance	0% coinsurance
• Crown, denture, and bridge repairs		
• Denture and bridge adjustments		
Adult/Child Orthodontic Services	100% coinsurance	100% coinsurance
o No age limits apply		
Additional Services and Programs		
<b>Anthem Whole Health Connection - Dental<sup>SM</sup></b> - For members with certain health conditions, additional dental benefits are available without a deductible or waiting periods. Eligible services are paid at 100% and won't reduce your coverage year annual maximum (if applicable)		
<b>Accidental Dental Injury Benefit</b> - Provides members 100% coverage for accidental injuries to teeth up to the coverage year annual maximum (if applicable). No deductibles, member coinsurance, or waiting periods apply		
<b>Extension of Benefits</b> - Following termination of coverage, members are provided up to 60 days to complete treatment started prior to their termination of coverage under the plan and eligible services will be covered		
<b>International Emergency Dental Program-</b> - Provides emergency dental benefits while working or traveling abroad from licensed, English-speaking dentists. Eligible covered services will be paid 100% with no deductibles, member coinsurance, or waiting periods and won't reduce the member coverage year annual maximum (if applicable)		

\*This is not a contract; it is a partial listing of benefits and services. All covered services are subject to the conditions, limitations, exclusions, terms and provisions of your policy. In the event of a discrepancy between the information in this summary and the policy, your policy will prevail.

\*\*Reimbursement is based on the Anthem Fee Schedule for In-Network providers and the 90<sup>th</sup> percentile of FAIR health for Out-of-Network Providers.

**Need to contact us? Please call Anthem Dental Customer Service number at 1-844-729-1565**

# Your summary of benefits

Anthem Blue Cross

Your Plan: SISC 100-A \$20 Anthem Classic PPO

Your Network: Prudent Buyer PPO

*This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Certificate of Insurance or Evidence of Coverage (EOC). If there is a difference between this summary and the Certificate of Insurance or Evidence of Coverage (EOC), the Certificate of Insurance or Evidence of Coverage (EOC), will prevail.*

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Overall Deductible for all providers (calendar year)</b> <i>See notes section to understand how your deductible works.            Fourth quarter carryover applies. Deductible applies to out-of-pocket maximum.</i>	\$0 single / \$0 family	
<b>Out-of-Pocket Limit</b> <i>When you meet your out-of-pocket limit, you will no longer have to pay cost-shares during the remainder of your benefit period. Member copays and coinsurance for Emergency medical care with a Non-Network PPO provider also apply to the In-Network PPO out-of-pocket maximums. See notes section for additional information regarding your out of pocket maximum.</i>	\$1,000 single / \$3,000 family	No limit single / No limit family
<b>Preventive care/screening/immunization</b> <i>In-network preventive care is not subject to deductible, if your plan has a deductible.</i>	No charge	Not covered
<b>Doctor Home and Office Services</b>		
<b>Primary care visit to treat an injury or illness</b>	\$20 copay per visit	See footnote 1
<b>Specialist care visit</b>	\$20 copay per visit	See footnote 1
<b>Prenatal and Post-natal Care</b>	\$20 copay per visit	See footnote 1
<b>Other practitioner visits:</b> Retail health clinic Chiropractor services <i>Subject to medically necessity review administered by American Specialty Health (ASH).</i> Acupuncture <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 12 visit limit per calendar year.</i>	\$20 copay per visit 0% coinsurance 0% coinsurance	See footnote 1 Not covered 50% of maximum allowed amount

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p><b>Other services in an office:</b>  Allergy testing  Chemo/radiation therapy  Hemodialysis  <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per visit.</i>  Prescription drugs  <i>For the drugs itself dispensed in the office thru infusion/injection</i></p>	<p>0% coinsurance  0% coinsurance  0% coinsurance  0% coinsurance</p>	<p>See footnote 1  See footnote 1  All billed amounts exceeding \$350/visit  See footnote 1</p>
<p><b>Diagnostic Services</b></p> <p><b>Lab:</b>  Office  Freestanding Lab  Outpatient Hospital</p>	<p>0% coinsurance  0% coinsurance  0% coinsurance</p>	<p>Not covered  Not covered  Not covered</p>
<p><b>X-ray:</b>  Office  Freestanding Radiology Center  Outpatient Hospital</p>	<p>0% coinsurance  0% coinsurance  0% coinsurance</p>	<p>Not covered  Not covered  Not covered</p>
<p><b>Advanced diagnostic imaging (for example, MRI/PET/CAT scans):</b>  Office  <i>Coverage for Out-of-Network Provider is limited to \$800 maximum per test.</i>  Freestanding Radiology Center  <i>Coverage for Out-of-Network Provider is limited to \$800 maximum per test.</i>  Outpatient Hospital  <i>Coverage for Out-of-Network Provider is limited to \$800 maximum per test.</i></p>	<p>0% coinsurance  0% coinsurance  0% coinsurance</p>	<p>All billed amounts exceeding \$800/test  All billed amounts exceeding \$800/test  All billed amounts exceeding \$800/test</p>

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p><b>Emergency and Urgent Care</b></p> <p><b>Emergency room facility services</b>  <i>Copay waived if admitted as inpatient. This is for the hospital/facility charge only. The ER physician charge may be separate.</i></p> <p><b>Emergency room doctor and other services</b></p>	<p>\$100 copay per admission and then 0% coinsurance</p> <p>0% coinsurance</p>	<p>Covered as In-Network</p> <p>Covered as In-Network</p>
<p><b>Ambulance (air and ground)</b></p>	<p>\$100 copay per trip, then 0% coinsurance</p>	<p>Covered as In-Network for true emergency</p>
<p><b>Urgent Care (physician services)</b></p>	<p>\$20 copay per visit</p>	<p>See footnote 1</p>
<p><b>Outpatient Mental/Behavioral Health and Substance Abuse</b></p> <p><b>Doctor office visit</b></p> <p><b>Facility visit:</b>            Facility fees</p>	<p>\$20 copay per visit</p> <p>0% coinsurance</p>	<p>See footnote 1</p> <p>See footnote 1</p>
<p><b>Outpatient Surgery</b></p> <p><b>Facility fees:</b>            Hospital</p> <p><b>Services and supplies for the following outpatient surgeries are subject to a benefit limit if performed in an outpatient hospital:</b></p> <ul style="list-style-type: none"> <li>○ Arthroscopy limited to \$4,500 per procedure</li> <li>○ Cataract surgery limited to \$2,000 per procedure</li> <li>○ Colonoscopy limited to \$1,500 per procedure</li> <li>○ Upper GI Endoscopy limited to \$1,000 per procedure</li> <li>○ Upper GI Endoscopy with biopsy limited to \$1,250 per procedure</li> </ul> <p>Freestanding Ambulatory Surgical Center  <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per day.</i></p> <p><b>Doctor and other services</b></p>	<p>0% coinsurance</p> <p>0% coinsurance up to benefit limit</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>See footnote 1</p> <p>See footnote 1</p> <p>All billed amounts exceeding \$350/day</p> <p>See footnote 1</p>

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p><b>Hospital Stay (all inpatient stays including maternity, mental / behavioral health, and substance abuse)</b></p> <p><b>Facility fees (for example, room &amp; board)</b>  <i>Coverage is limited to \$600 maximum per day for non-emergency admission at a Non-Network provider.</i></p> <p><b>Doctor and other services</b></p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>All billed amounts exceeding \$600/day</p> <p>See footnote 1</p>
<p><b>Recovery &amp; Rehabilitation</b></p> <p><b>Home health care</b>  <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 100 visit limit per calendar year. Coverage for Out-of-Network Provider is limited to \$150 maximum per day.</i></p>	<p>0% coinsurance</p>	<p>All billed amounts exceeding \$150/day. See footnote 1.</p>
<p><b>Rehabilitation Habilitation services (for example, physical/occupational therapy):</b></p> <p>Office</p> <p>Outpatient hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p>
<p><b>Cardiac rehabilitation</b></p> <p>Office</p> <p>Outpatient hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p>
<p><b>Skilled nursing care (in a facility)</b>  <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 100 day limit per calendar year. Coverage for Out-of-Network Provider is limited to \$600 maximum per day.</i></p>	<p>0% coinsurance</p>	<p>All billed amounts exceeding \$600/day</p>
<p><b>Hospice</b>  <i>Deductible does not apply to In-Network providers.</i></p>	<p>No charge</p>	<p>All billed amounts exceeding the maximum allowed amount</p>
<p><b>Durable Medical Equipment</b></p>	<p>0% coinsurance</p>	<p>Not covered</p>
<p><b>Prosthetic Devices</b>  <i>Therapeutic shoes and inserts for members with diabetes are limited to 2 pairs per calendar year.</i></p>	<p>0% coinsurance</p>	<p>Not covered</p>

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Hearing Aids</b> <i>Benefit is limited to \$700 every 24 months.</i>	0% coinsurance	See footnote 1
<b>Hip/Knee/Spine</b> <i>For inpatient services, this benefit is covered only when performed at a designated Blue Distinction Plus Center for Specialty Care. Subject to utilization review.</i>	0% coinsurance	Not covered
<b>Hemodialysis in an Outpatient facility</b> <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per visit.</i>	0% coinsurance	All billed amounts exceeding \$350/visit
<b>Home Infusion Therapy</b> <i>Coverage for Out-of-Network Provider is limited to \$600 maximum per day. Subject to utilization review.</i>	0% coinsurance	All billed amounts exceeding \$600/day
<b>Speech Therapy</b>	0% coinsurance	See footnote 1

Footnote 1: When using Non-Network PPO Providers, members are responsible for any difference between the maximum allowed and actual charges, as well as any deductible & percentage copay.

# Your summary of benefits

## Notes:

- This Summary of Benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this Summary of Benefits.
- The family deductible and out-of-pocket maximum are embedded meaning the cost shares of one family member will be applied to the individual deductible and individual out-of-pocket maximum; in addition, amounts for all family members apply to the family deductible and family out-of-pocket maximum. No one member will pay more than the individual deductible and individual out-of-pocket maximum.
- All medical services subject to a coinsurance are also subject to the annual medical deductible.
- Annual Out-of-Pocket Maximums includes deductible, copays, and coinsurance.
- In-network and out-of-network out of pocket maximums are exclusive of each other (i.e. non-emergency out-of-network expenses do not apply to the in-network out of pocket maximum).
- Any copays and coinsurance you make for covered services and supplies provided by a *non-participating provider*, except emergency services and supplies, will not be applied toward the satisfaction of your Out-of-Pocket amount. In addition, you will be required to continue to pay your copayment and/or coinsurance for such services even after you have reached that amount.
- For plans with an office visit copay, the copay applies to the actual office visit and additional cost shares may apply for any other service performed in the office (i.e., X-ray, lab, surgery), after any applicable deductible.
- Preventive Care Services includes physical exam, preventive screenings (including screenings for cancer, HPV, diabetes, cholesterol, blood pressure, hearing and vision, immunization, health education, intervention services, HIV testing) and additional preventive care for women provided for in the guidance supported by Health Resources and Service Administration.
- For Medical Emergency care rendered by a Non-Participating Provider or Non-Contracting Hospital, reimbursement is based on the maximum allowed amount. Members may be responsible for any amount in excess of the maximum allowed amount.
- If your plan includes an emergency room facility copay and you are directly admitted to a hospital, your emergency room facility copay is waived.
- If your plan includes out of network benefit and you use a non-network provider, you are responsible for any difference between the covered expense and the actual non-participating providers charge.
- Non-emergency, out-of-network air ambulance services are limited to Anthem maximum payment of \$50,000 per trip.
- Certain services are subject to the utilization review program. Before scheduling services, the member must make sure utilization review is obtained. If utilization review is not obtained, benefits may be reduced or not paid, according to the plan.
- Additional visits maybe authorized if medically necessary. Pre-service review must be obtained prior to receiving the additional services.
- If your plan includes out of network benefits, all services with calendar/plan year visit limits are combined both in and out of network, except if otherwise noted.
- Transplants covered only when performed at Centers of Medical Excellence or Blue Distinction Centers.

Anthem Blue Cross is the trade name of Blue Cross of California. Anthem Blue Cross and Anthem Blue Cross Life and Health Insurance Company are independent licensees of the Blue Cross Association. ® ANTHEM is a registered trademark of Anthem Insurance Companies, Inc. The Blue Cross name and symbol are registered marks of the Blue Cross Association.

Questions: visit us at [www.anthem.com/ca/sisc](http://www.anthem.com/ca/sisc)

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# Your summary of benefits

- Bariatric Surgery covered only when performed at Blue Distinction Center for Specialty Care for Bariatric Surgery.
- Hip/Knee/Spine surgeries covered only when performed at Blue Distinction Plus Center for Specialty Care.
- Hip/Knee/Spine travel expenses are covered up to a maximum travel benefit of \$6,000 when member's home is 50 miles or more from the nearest hip/knee/spine Blue Distinction Plus Center.
- Skilled Nursing Facility day limit does not apply to mental health and substance abuse.
- Respite Care limited to 5 consecutive days per admission.
- Freestanding Lab and Radiology Center is defined as services received in a non-hospital based facility.
- Coordination of Benefits: The benefits of this plan may be reduced if the member has any other group health or dental coverage so that the services received from all group coverage do not exceed 100% of the covered expense
- For additional information on limitations and exclusions and other disclosure items that apply to this plan, please see your EOC for full details on your covered benefits.



## Self-Insured Schools of California (SISC) Pharmacy Benefit Schedule

### PLAN RX 5-20

	Walk-In				Mail	
	Network		Costco		Costco	Navitus
Days' Supply*	30	90	30	90	90	30
Generic	\$5	N/A	<b>FREE</b>	<b>FREE</b>	<b>FREE</b>	N/A
Brand	\$20	N/A	\$20	\$50	\$50	N/A
Specialty	N/A	N/A	N/A	N/A	N/A	\$20

Out-of-Pocket Maximum	\$1,500 Individual / \$2,500 Family
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SISC urges members to use generic drugs when available. If you or your physician requests the brand name when a generic equivalent is available, you will pay the generic copay plus the difference in cost between the brand and generic. The difference in cost between the brand and generic will not count toward the Annual Out-of-Pocket Maximum.

\*Members may receive up to 30 days and/or up to 90 days supply of medication at participating pharmacies. Some narcotic pain and cough medications are not included in the Costco Free Generic or 90-day supply programs. Navitus contracts with most independent and chain pharmacies with the exception of Walgreens.

#### Mail Order Service

The Mail Order Service allows you to receive a 90-day supply of maintenance medications. This program is part of your pharmacy benefit and is **voluntary**.

#### Specialty Pharmacy

Navitus SpecialtyRx helps members who are taking medications for certain chronic illnesses or complex diseases by providing services that offer convenience and support. This program is part of your pharmacy benefit and is **mandatory**.

For information regarding the Prescription Drug Program call or visit on-line:

Navitus Customer Care 1-866-333-2757 (toll-free) TTY (toll free) 711 [www.navitus.com](http://www.navitus.com)

Navi-Gate® for Members allows you to access personalized pharmacy benefit information online at [www.navitus.com](http://www.navitus.com). For information specific to your plan, visit Navi-Gate® for Members. Activate your account online using the Member Login link and an activation email will be sent to you. The site provides access to prescription benefits, pharmacy locator, drug search, drug interaction information, medication history, and mail order information. The site is available 24 hours a day, seven days a week.

# Your summary of benefits



Anthem Blue Cross

Your Plan: SISC 100-D \$20 Anthem Classic PPO

Your Network: Prudent Buyer PPO

*This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Certificate of Insurance or Evidence of Coverage (EOC). If there is a difference between this summary and the Certificate of Insurance or Evidence of Coverage (EOC), the Certificate of Insurance or Evidence of Coverage (EOC), will prevail.*

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Overall Deductible for all providers (calendar year)</b> <i>See notes section to understand how your deductible works.            Fourth quarter carryover applies. Deductible applies to out-of-pocket maximum.</i>	\$300 single / \$600 family	
<b>Out-of-Pocket Limit</b> <i>When you meet your out-of-pocket limit, you will no longer have to pay cost-shares during the remainder of your benefit period. Member copays and coinsurance for Emergency medical care with a Non-Network PPO provider also apply to the In-Network PPO out-of-pocket maximums. See notes section for additional information regarding your out of pocket maximum.</i>	\$1,000 single / \$3,000 family	No limit single / No limit family
<b>Preventive care/screening/immunization</b> <i>In-network preventive care is not subject to deductible, if your plan has a deductible.</i>	No charge	Not covered
<b>Doctor Home and Office Services</b>		
<b>Primary care visit to treat an injury or illness</b> <i>Deductible does not apply to In-Network providers.</i>	\$20 copay per visit	See footnote 1
<b>Specialist care visit</b> <i>Deductible does not apply to In-Network providers.</i>	\$20 copay per visit	See footnote 1
<b>Prenatal and Post-natal Care</b> <i>Deductible does not apply to In-Network providers.</i>	\$20 copay per visit	See footnote 1
<b>Other practitioner visits:</b> Retail health clinic <i>Deductible does not apply to In-Network providers.</i>	\$20 copay per visit	See footnote 1

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p>Chiropractor services <i>Subject to medically necessity review administered by American Specialty Health (ASH).</i></p> <p>Acupuncture <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 12 visit limit per calendar year.</i></p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>50% of maximum allowed amount</p>
<p><b>Other services in an office:</b></p> <p>Allergy testing</p> <p>Chemo/radiation therapy</p> <p>Hemodialysis <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per visit.</i></p> <p>Prescription drugs <i>For the drugs itself dispensed in the office thru infusion/injection</i></p>	<p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>See footnote 1</p> <p>See footnote 1</p> <p>All billed amounts exceeding \$350/visit</p> <p>See footnote 1</p>
<p><b>Diagnostic Services</b></p> <p><b>Lab:</b></p> <p>Office</p> <p>Freestanding Lab</p> <p>Outpatient Hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p> <p>Not covered</p>
<p><b>X-ray:</b></p> <p>Office</p> <p>Freestanding Radiology Center</p> <p>Outpatient Hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p> <p>Not covered</p>
<p><b>Advanced diagnostic imaging (for example, MRI/PET/CAT scans):</b></p> <p>Office <i>Coverage for Out-of-Network Provider is limited to \$800 maximum per test.</i></p> <p>Freestanding Radiology Center <i>Coverage for Out-of-Network Provider is limited to \$800 maximum per test.</i></p> <p>Outpatient Hospital <i>Coverage for Out-of-Network Provider is limited to \$800 maximum per test.</i></p>	<p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>All billed amounts exceeding \$800/test</p> <p>All billed amounts exceeding \$800/test</p> <p>All billed amounts exceeding \$800/test</p>

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p><b>Emergency and Urgent Care</b></p> <p><b>Emergency room facility services</b> <i>Copay waived if admitted as inpatient. This is for the hospital/facility charge only. The ER physician charge may be separate.</i></p> <p><b>Emergency room doctor and other services</b></p>	<p>\$100 copay per admission and then 0% coinsurance</p> <p>0% coinsurance</p>	<p>Covered as In-Network</p> <p>Covered as In-Network</p>
<p><b>Ambulance (air and ground)</b></p>	<p>\$100 copay per trip, then 0% coinsurance</p>	<p>Covered as In-Network for true emergency</p>
<p><b>Urgent Care (physician services)</b> <i>Deductible does not apply to In-Network providers.</i></p>	<p>\$20 copay per visit</p>	<p>See footnote 1</p>
<p><b>Outpatient Mental/Behavioral Health and Substance Abuse</b></p> <p><b>Doctor office visit</b> <i>Deductible does not apply to In-Network providers.</i></p> <p><b>Facility visit:</b> Facility fees</p>	<p>\$20 copay per visit</p> <p>0% coinsurance</p>	<p>See footnote 1</p> <p>See footnote 1</p>
<p><b>Outpatient Surgery</b></p> <p><b>Facility fees:</b> Hospital</p> <p><b>Services and supplies for the following outpatient surgeries are subject to a benefit limit if performed in an outpatient hospital:</b></p> <ul style="list-style-type: none"> <li>○ Arthroscopy limited to \$4,500 per procedure</li> <li>○ Cataract surgery limited to \$2,000 per procedure</li> <li>○ Colonoscopy limited to \$1,500 per procedure</li> <li>○ Upper GI Endoscopy limited to \$1,000 per procedure</li> <li>○ Upper GI Endoscopy with biopsy limited to \$1,250 per procedure</li> </ul> <p>Freestanding Ambulatory Surgical Center <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per day.</i></p> <p><b>Doctor and other services</b></p>	<p>0% coinsurance</p> <p>0% coinsurance up to benefit limit</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>See footnote 1</p> <p>See footnote 1</p> <p>All billed amounts exceeding \$350/day</p> <p>See footnote 1</p>

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p><b>Hospital Stay (all inpatient stays including maternity, mental / behavioral health, and substance abuse)</b></p> <p><b>Facility fees (for example, room &amp; board)</b>  <i>Coverage is limited to \$600 maximum per day for non-emergency admission at a Non-Network provider.</i></p> <p><b>Doctor and other services</b></p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>All billed amounts exceeding \$600/day</p> <p>See footnote 1</p>
<p><b>Recovery &amp; Rehabilitation</b></p> <p><b>Home health care</b>  <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 100 visit limit per calendar year. Coverage for Out-of-Network Provider is limited to \$150 maximum per day.</i></p>	<p>0% coinsurance</p>	<p>All billed amounts exceeding \$150/day. See footnote 1.</p>
<p><b>Rehabilitation Habilitation services (for example, physical/occupational therapy):</b></p> <p>Office</p> <p>Outpatient hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p>
<p><b>Cardiac rehabilitation</b></p> <p>Office</p> <p>Outpatient hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p>
<p><b>Skilled nursing care (in a facility)</b>  <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 100 day limit per calendar year. Coverage for Out-of-Network Provider is limited to \$600 maximum per day.</i></p>	<p>0% coinsurance</p>	<p>All billed amounts exceeding \$600/day</p>
<p><b>Hospice</b>  <i>Deductible does not apply to In-Network providers.</i></p>	<p>No charge</p>	<p>All billed amounts exceeding the maximum allowed amount</p>
<p><b>Durable Medical Equipment</b></p>	<p>0% coinsurance</p>	<p>Not covered</p>
<p><b>Prosthetic Devices</b>  <i>Therapeutic shoes and inserts for members with diabetes are limited to 2 pairs per calendar year.</i></p>	<p>0% coinsurance</p>	<p>Not covered</p>

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Hearing Aids</b> <i>Benefit is limited to \$700 every 24 months.</i>	0% coinsurance	See footnote 1
<b>Hip/Knee/Spine</b> <i>For inpatient services, this benefit is covered only when performed at a designated Blue Distinction Plus Center for Specialty Care. Subject to utilization review.</i>	0% coinsurance	Not covered
<b>Hemodialysis in an Outpatient facility</b> <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per visit.</i>	0% coinsurance	All billed amounts exceeding \$350/visit
<b>Home Infusion Therapy</b> <i>Coverage for Out-of-Network Provider is limited to \$600 maximum per day. Subject to utilization review.</i>	0% coinsurance	All billed amounts exceeding \$600/day
<b>Speech Therapy</b>	0% coinsurance	See footnote 1

Footnote 1: When using Non-Network PPO Providers, members are responsible for any difference between the maximum allowed and actual charges, as well as any deductible & percentage copay.

# Your summary of benefits

## Notes:

- This Summary of Benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this Summary of Benefits.
- The family deductible and out-of-pocket maximum are embedded meaning the cost shares of one family member will be applied to the individual deductible and individual out-of-pocket maximum; in addition, amounts for all family members apply to the family deductible and family out-of-pocket maximum. No one member will pay more than the individual deductible and individual out-of-pocket maximum.
- All medical services subject to a coinsurance are also subject to the annual medical deductible.
- Annual Out-of-Pocket Maximums includes deductible, copays, and coinsurance.
- In-network and out-of-network out of pocket maximums are exclusive of each other (i.e. non-emergency out-of-network expenses do not apply to the in-network out of pocket maximum).
- Any copays and coinsurance you make for covered services and supplies provided by a *non-participating provider*, except emergency services and supplies, will not be applied toward the satisfaction of your Out-of-Pocket amount. In addition, you will be required to continue to pay your copayment and/or coinsurance for such services even after you have reached that amount.
- For plans with an office visit copay, the copay applies to the actual office visit and additional cost shares may apply for any other service performed in the office (i.e., X-ray, lab, surgery), after any applicable deductible.
- Preventive Care Services includes physical exam, preventive screenings (including screenings for cancer, HPV, diabetes, cholesterol, blood pressure, hearing and vision, immunization, health education, intervention services, HIV testing) and additional preventive care for women provided for in the guidance supported by Health Resources and Service Administration.
- For Medical Emergency care rendered by a Non-Participating Provider or Non-Contracting Hospital, reimbursement is based on the maximum allowed amount. Members may be responsible for any amount in excess of the maximum allowed amount.
- If your plan includes an emergency room facility copay and you are directly admitted to a hospital, your emergency room facility copay is waived.
- If your plan includes out of network benefit and you use a non-network provider, you are responsible for any difference between the covered expense and the actual non-participating providers charge.
- Non-emergency, out-of-network air ambulance services are limited to Anthem maximum payment of \$50,000 per trip.
- Certain services are subject to the utilization review program. Before scheduling services, the member must make sure utilization review is obtained. If utilization review is not obtained, benefits may be reduced or not paid, according to the plan.
- Additional visits maybe authorized if medically necessary. Pre-service review must be obtained prior to receiving the additional services.
- If your plan includes out of network benefits, all services with calendar/plan year visit limits are combined both in and out of network, except if otherwise noted.
- Transplants covered only when performed at Centers of Medical Excellence or Blue Distinction Centers.

Anthem Blue Cross is the trade name of Blue Cross of California. Anthem Blue Cross and Anthem Blue Cross Life and Health Insurance Company are independent licensees of the Blue Cross Association. ® ANTHEM is a registered trademark of Anthem Insurance Companies, Inc. The Blue Cross name and symbol are registered marks of the Blue Cross Association.

Questions: visit us at [www.anthem.com/ca/sisc](http://www.anthem.com/ca/sisc)

CA/L/F/PPO/LP2011/01-19 -C

# Your summary of benefits

- Bariatric Surgery covered only when performed at Blue Distinction Center for Specialty Care for Bariatric Surgery.
- Hip/Knee/Spine surgeries covered only when performed at Blue Distinction Plus Center for Specialty Care.
- Hip/Knee/Spine travel expenses are covered up to a maximum travel benefit of \$6,000 when member's home is 50 miles or more from the nearest hip/knee/spine Blue Distinction Plus Center.
- Skilled Nursing Facility day limit does not apply to mental health and substance abuse.
- Respite Care limited to 5 consecutive days per admission.
- Freestanding Lab and Radiology Center is defined as services received in a non-hospital based facility.
- Coordination of Benefits: The benefits of this plan may be reduced if the member has any other group health or dental coverage so that the services received from all group coverage do not exceed 100% of the covered expense
- For additional information on limitations and exclusions and other disclosure items that apply to this plan, please see your EOC for full details on your covered benefits.

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CA/L/F/PPO/LP2011/01-19 -C



## Self-Insured Schools of California (SISC) Pharmacy Benefit Schedule

### PLAN RX 9-35

	Walk-In				Mail	
	Network		Costco		Costco	Navitus
Days' Supply*	30	90	30	90	90	30
Generic	\$9	N/A	<b>FREE</b>	<b>FREE</b>	<b>FREE</b>	N/A
Brand	\$35	N/A	\$35	\$90	\$90	N/A
Specialty	N/A	N/A	N/A	N/A	N/A	\$35

Out-of-Pocket Maximum	\$2,500 Individual / \$3,500 Family
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SISC urges members to use generic drugs when available. If you or your physician requests the brand name when a generic equivalent is available, you will pay the generic copay plus the difference in cost between the brand and generic. The difference in cost between the brand and generic will not count toward the Annual Out-of-Pocket Maximum.

\*Members may receive up to 30 days and/or up to 90 days supply of medication at participating pharmacies. Some narcotic pain and cough medications are not included in the Costco Free Generic or 90-day supply programs. Navitus contracts with most independent and chain pharmacies with the exception of Walgreens.

#### Mail Order Service

The Mail Order Service allows you to receive a 90-day supply of maintenance medications. This program is part of your pharmacy benefit and is **voluntary**.

#### Specialty Pharmacy

Navitus SpecialtyRx helps members who are taking medications for certain chronic illnesses or complex diseases by providing services that offer convenience and support. This program is part of your pharmacy benefit and is **mandatory**.

For information regarding the Prescription Drug Program call or visit on-line:

Navitus Customer Care 1-866-333-2757 (toll-free) TTY (toll free) 711 [www.navitus.com](http://www.navitus.com)

Navi-Gate® for Members allows you to access personalized pharmacy benefit information online at [www.navitus.com](http://www.navitus.com). For information specific to your plan, visit Navi-Gate® for Members. Activate your account online using the Member Login link and an activation email will be sent to you. The site provides access to prescription benefits, pharmacy locator, drug search, drug interaction information, medication history, and mail order information. The site is available 24 hours a day, seven days a week.

# Your summary of benefits



Anthem Blue Cross

Your Plan: SISC 100-G \$20 Anthem Classic PPO

Your Network: Prudent Buyer PPO

*This summary of benefits is a brief outline of coverage, designed to help you with the selection process. This summary does not reflect each and every benefit, exclusion and limitation which may apply to the coverage. For more details, important limitations and exclusions, please review the formal Certificate of Insurance or Evidence of Coverage (EOC). If there is a difference between this summary and the Certificate of Insurance or Evidence of Coverage (EOC), the Certificate of Insurance or Evidence of Coverage (EOC), will prevail.*

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Overall Deductible for all providers (calendar year)</b> <i>See notes section to understand how your deductible works.            Fourth quarter carryover applies. Deductible applies to out-of-pocket maximum.</i>	\$500 single / \$1,000 family	
<b>Out-of-Pocket Limit</b> <i>When you meet your out-of-pocket limit, you will no longer have to pay cost-shares during the remainder of your benefit period. Member copays and coinsurance for Emergency medical care with a Non-Network PPO provider also apply to the In-Network PPO out-of-pocket maximums. See notes section for additional information regarding your out of pocket maximum.</i>	\$1,000 single / \$3,000 family	No limit single / No limit family
<b>Preventive care/screening/immunization</b> <i>In-network preventive care is not subject to deductible, if your plan has a deductible.</i>	No charge	Not covered
<b>Doctor Home and Office Services</b>		
<b>Primary care visit to treat an injury or illness</b> <i>Deductible does not apply to In-Network providers.</i>	\$20 copay per visit	See footnote 1
<b>Specialist care visit</b> <i>Deductible does not apply to In-Network providers.</i>	\$20 copay per visit	See footnote 1
<b>Prenatal and Post-natal Care</b> <i>Deductible does not apply to In-Network providers.</i>	\$20 copay per visit	See footnote 1
<b>Other practitioner visits:</b>		
Retail health clinic <i>Deductible does not apply to In-Network providers.</i>	\$20 copay per visit	See footnote 1

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p>Chiropractor services <i>Subject to medically necessity review administered by American Specialty Health (ASH).</i></p> <p>Acupuncture <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 12 visit limit per calendar year.</i></p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>50% of maximum allowed amount</p>
<p><b>Other services in an office:</b></p> <p>Allergy testing</p> <p>Chemo/radiation therapy</p> <p>Hemodialysis <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per visit.</i></p> <p>Prescription drugs <i>For the drugs itself dispensed in the office thru infusion/injection</i></p>	<p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>See footnote 1</p> <p>See footnote 1</p> <p>All billed amounts exceeding \$350/visit</p> <p>See footnote 1</p>
<p><b>Diagnostic Services</b></p> <p><b>Lab:</b></p> <p>Office</p> <p>Freestanding Lab</p> <p>Outpatient Hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p> <p>Not covered</p>
<p><b>X-ray:</b></p> <p>Office</p> <p>Freestanding Radiology Center</p> <p>Outpatient Hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p> <p>Not covered</p>
<p><b>Advanced diagnostic imaging (for example, MRI/PET/CAT scans):</b></p> <p>Office <i>Coverage for Out-of-Network Provider is limited to \$800 maximum per test.</i></p> <p>Freestanding Radiology Center <i>Coverage for Out-of-Network Provider is limited to \$800 maximum per test.</i></p> <p>Outpatient Hospital <i>Coverage for Out-of-Network Provider is limited to \$800 maximum per test.</i></p>	<p>0% coinsurance</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>All billed amounts exceeding \$800/test</p> <p>All billed amounts exceeding \$800/test</p> <p>All billed amounts exceeding \$800/test</p>

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p><b>Emergency and Urgent Care</b></p> <p><b>Emergency room facility services</b> <i>Copay waived if admitted as inpatient. This is for the hospital/facility charge only. The ER physician charge may be separate.</i></p> <p><b>Emergency room doctor and other services</b></p>	<p>\$100 copay per admission and then 0% coinsurance</p> <p>0% coinsurance</p>	<p>Covered as In-Network</p> <p>Covered as In-Network</p>
<p><b>Ambulance (air and ground)</b></p>	<p>\$100 copay per trip, then 0% coinsurance</p>	<p>Covered as In-Network for true emergency</p>
<p><b>Urgent Care (physician services)</b> <i>Deductible does not apply to In-Network providers.</i></p>	<p>\$20 copay per visit</p>	<p>See footnote 1</p>
<p><b>Outpatient Mental/Behavioral Health and Substance Abuse</b></p> <p><b>Doctor office visit</b> <i>Deductible does not apply to In-Network providers.</i></p> <p><b>Facility visit:</b> Facility fees</p>	<p>\$20 copay per visit</p> <p>0% coinsurance</p>	<p>See footnote 1</p> <p>See footnote 1</p>
<p><b>Outpatient Surgery</b></p> <p><b>Facility fees:</b> Hospital</p> <p><b>Services and supplies for the following outpatient surgeries are subject to a benefit limit if performed in an outpatient hospital:</b></p> <ul style="list-style-type: none"> <li>○ Arthroscopy limited to \$4,500 per procedure</li> <li>○ Cataract surgery limited to \$2,000 per procedure</li> <li>○ Colonoscopy limited to \$1,500 per procedure</li> <li>○ Upper GI Endoscopy limited to \$1,000 per procedure</li> <li>○ Upper GI Endoscopy with biopsy limited to \$1,250 per procedure</li> </ul> <p>Freestanding Ambulatory Surgical Center <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per day.</i></p> <p><b>Doctor and other services</b></p>	<p>0% coinsurance</p> <p>0% coinsurance up to benefit limit</p> <p>0% coinsurance</p> <p>0% coinsurance</p>	<p>See footnote 1</p> <p>See footnote 1</p> <p>All billed amounts exceeding \$350/day</p> <p>See footnote 1</p>

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<p><b>Hospital Stay (all inpatient stays including maternity, mental / behavioral health, and substance abuse)</b></p> <p><b>Facility fees (for example, room &amp; board)</b>  <i>Coverage is limited to \$600 maximum per day for non-emergency admission at a Non-Network provider.</i></p> <p><b>Doctor and other services</b></p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>All billed amounts exceeding \$600/day</p> <p>See footnote 1</p>
<p><b>Recovery &amp; Rehabilitation</b></p> <p><b>Home health care</b>  <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 100 visit limit per calendar year. Coverage for Out-of-Network Provider is limited to \$150 maximum per day.</i></p>	<p>0% coinsurance</p>	<p>All billed amounts exceeding \$150/day. See footnote 1.</p>
<p><b>Rehabilitation Habilitation services (for example, physical/occupational therapy):</b></p> <p>Office</p> <p>Outpatient hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p>
<p><b>Cardiac rehabilitation</b></p> <p>Office</p> <p>Outpatient hospital</p>	<p>0% coinsurance</p> <p>0% coinsurance</p>	<p>Not covered</p> <p>Not covered</p>
<p><b>Skilled nursing care (in a facility)</b>  <i>Coverage for In-Network Provider and Non-Network Provider combined is limited to 100 day limit per calendar year. Coverage for Out-of-Network Provider is limited to \$600 maximum per day.</i></p>	<p>0% coinsurance</p>	<p>All billed amounts exceeding \$600/day</p>
<p><b>Hospice</b>  <i>Deductible does not apply to In-Network providers.</i></p>	<p>No charge</p>	<p>All billed amounts exceeding the maximum allowed amount</p>
<p><b>Durable Medical Equipment</b></p>	<p>0% coinsurance</p>	<p>Not covered</p>
<p><b>Prosthetic Devices</b>  <i>Therapeutic shoes and inserts for members with diabetes are limited to 2 pairs per calendar year.</i></p>	<p>0% coinsurance</p>	<p>Not covered</p>

# Your summary of benefits

Covered Medical Benefits	Cost if you use an In-Network Provider	Cost if you use a Non-Network Provider
<b>Hearing Aids</b> <i>Benefit is limited to \$700 every 24 months.</i>	0% coinsurance	See footnote 1
<b>Hip/Knee/Spine</b> <i>For inpatient services, this benefit is covered only when performed at a designated Blue Distinction Plus Center for Specialty Care. Subject to utilization review.</i>	0% coinsurance	Not covered
<b>Hemodialysis in an Outpatient facility</b> <i>Coverage for Out-of-Network Provider is limited to \$350 maximum per visit.</i>	0% coinsurance	All billed amounts exceeding \$350/visit
<b>Home Infusion Therapy</b> <i>Coverage for Out-of-Network Provider is limited to \$600 maximum per day. Subject to utilization review.</i>	0% coinsurance	All billed amounts exceeding \$600/day
<b>Speech Therapy</b>	0% coinsurance	See footnote 1

Footnote 1: When using Non-Network PPO Providers, members are responsible for any difference between the maximum allowed and actual charges, as well as any deductible & percentage copay.

# Your summary of benefits

## Notes:

- This Summary of Benefits has been updated to comply with federal and state requirements, including applicable provisions of the recently enacted federal health care reform laws. As we receive additional guidance and clarification on the new health care reform laws from the U.S. Department of Health and Human Services, Department of Labor and Internal Revenue Service, we may be required to make additional changes to this Summary of Benefits.
- The family deductible and out-of-pocket maximum are embedded meaning the cost shares of one family member will be applied to the individual deductible and individual out-of-pocket maximum; in addition, amounts for all family members apply to the family deductible and family out-of-pocket maximum. No one member will pay more than the individual deductible and individual out-of-pocket maximum.
- All medical services subject to a coinsurance are also subject to the annual medical deductible.
- Annual Out-of-Pocket Maximums includes deductible, copays, and coinsurance.
- In-network and out-of-network out of pocket maximums are exclusive of each other (i.e. non-emergency out-of-network expenses do not apply to the in-network out of pocket maximum).
- Any copays and coinsurance you make for covered services and supplies provided by a *non-participating provider*, except emergency services and supplies, will not be applied toward the satisfaction of your Out-of-Pocket amount. In addition, you will be required to continue to pay your copayment and/or coinsurance for such services even after you have reached that amount.
- For plans with an office visit copay, the copay applies to the actual office visit and additional cost shares may apply for any other service performed in the office (i.e., X-ray, lab, surgery), after any applicable deductible.
- Preventive Care Services includes physical exam, preventive screenings (including screenings for cancer, HPV, diabetes, cholesterol, blood pressure, hearing and vision, immunization, health education, intervention services, HIV testing) and additional preventive care for women provided for in the guidance supported by Health Resources and Service Administration.
- For Medical Emergency care rendered by a Non-Participating Provider or Non-Contracting Hospital, reimbursement is based on the maximum allowed amount. Members may be responsible for any amount in excess of the maximum allowed amount.
- If your plan includes an emergency room facility copay and you are directly admitted to a hospital, your emergency room facility copay is waived.
- If your plan includes out of network benefit and you use a non-network provider, you are responsible for any difference between the covered expense and the actual non-participating providers charge.
- Non-emergency, out-of-network air ambulance services are limited to Anthem maximum payment of \$50,000 per trip.
- Certain services are subject to the utilization review program. Before scheduling services, the member must make sure utilization review is obtained. If utilization review is not obtained, benefits may be reduced or not paid, according to the plan.
- Additional visits maybe authorized if medically necessary. Pre-service review must be obtained prior to receiving the additional services.
- If your plan includes out of network benefits, all services with calendar/plan year visit limits are combined both in and out of network, except if otherwise noted.
- Transplants covered only when performed at Centers of Medical Excellence or Blue Distinction Centers.

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# Your summary of benefits

- Bariatric Surgery covered only when performed at Blue Distinction Center for Specialty Care for Bariatric Surgery.
- Hip/Knee/Spine surgeries covered only when performed at Blue Distinction Plus Center for Specialty Care.
- Hip/Knee/Spine travel expenses are covered up to a maximum travel benefit of \$6,000 when member's home is 50 miles or more from the nearest hip/knee/spine Blue Distinction Plus Center.
- Skilled Nursing Facility day limit does not apply to mental health and substance abuse.
- Respite Care limited to 5 consecutive days per admission.
- Freestanding Lab and Radiology Center is defined as services received in a non-hospital based facility.
- Coordination of Benefits: The benefits of this plan may be reduced if the member has any other group health or dental coverage so that the services received from all group coverage do not exceed 100% of the covered expense
- For additional information on limitations and exclusions and other disclosure items that apply to this plan, please see your EOC for full details on your covered benefits.



## Self-Insured Schools of California (SISC) Pharmacy Benefit Schedule

### PLAN RX 5-20

	Walk-In				Mail	
	Network		Costco		Costco	Navitus
Days' Supply*	30	90	30	90	90	30
Generic	\$5	N/A	<b>FREE</b>	<b>FREE</b>	<b>FREE</b>	N/A
Brand	\$20	N/A	\$20	\$50	\$50	N/A
Specialty	N/A	N/A	N/A	N/A	N/A	\$20

Out-of-Pocket Maximum	\$1,500 Individual / \$2,500 Family
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SISC urges members to use generic drugs when available. If you or your physician requests the brand name when a generic equivalent is available, you will pay the generic copay plus the difference in cost between the brand and generic. The difference in cost between the brand and generic will not count toward the Annual Out-of-Pocket Maximum.

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#### Mail Order Service

The Mail Order Service allows you to receive a 90-day supply of maintenance medications. This program is part of your pharmacy benefit and is **voluntary**.

#### Specialty Pharmacy

Navitus SpecialtyRx helps members who are taking medications for certain chronic illnesses or complex diseases by providing services that offer convenience and support. This program is part of your pharmacy benefit and is **mandatory**.

For information regarding the Prescription Drug Program call or visit on-line:

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<b>Plan Benefit Highlights for:</b>	<b>PPO \$3,000 with Orthodontic</b>
<b>Group No:</b>	<b>Active and Cobra, Retirees</b>

<b>Eligibility</b>	Primary enrollee, spouse (includes domestic partner) and eligible dependent children to age 26		
<b>Deductibles</b>	In-Network: <b>N/A</b> Out-of-Network: <b>\$25</b> per person, <b>\$75</b> per family, per plan year		
Deductibles waived for D & P?	In-Network: <b>N/A</b> Out-of-Network: <b>No</b>		
<b>Maximums</b>	The maximum benefit paid per calendar year is <b>\$3,000</b> per person in-network The maximum benefit paid per calendar year is <b>\$1,000</b> per person out-of-network		
<b>Waiting Period(s)</b>	Basic Benefits None	Major Benefits None	Orthodontics None

<b>Benefits and Covered Services*</b>	<b>In-PPO Network**</b>	<b>Out-of-PPO Network**</b>
<b>Diagnostic &amp; Preventive Services (D &amp; P)</b> Exams, cleanings, x-rays	100 %	50 %
<b>Basic Services</b> Fillings, simple tooth extractions, sealants	100 %	50 %
<b>Endodontics</b> (root canals) Covered Under Basic Services	100 %	50 %
<b>Periodontics</b> (gum treatment) Covered Under Basic Services	100 %	50 %
<b>Oral Surgery</b> Covered Under Basic Services	100 %	50 %
<b>Major Services</b> Crowns, inlays, onlays and cast restorations	100 %	50 %
<b>Prosthodontics</b> Bridges, dentures, implants	50 %	50 %
<b>Orthodontic Benefits</b> <b>Adults and dependent children</b>	<b>100%</b>	100%
<b>Orthodontic Maximums</b>	Separate <b>\$3,000</b> Lifetime maximum per person	
<b>Dental Accident Benefits</b>	100% (separate \$1,000 maximum per person per calendar year)	50%

\* Limitations or waiting periods may apply for some benefits; some services may be excluded from your plan. Reimbursement is based on Delta Dental contract allowances and not necessarily each dentist's actual fees.

\*\* Reimbursement is based on PPO contracted fees for PPO dentists, Premier contracted fees for Premier dentists and program allowance for non-Delta Dental dentists.

Delta Dental of California  
100 First St.  
San Francisco, CA 94105

**Customer Service**  
866-499-3001

**Claims Address**  
P.O. Box 997330  
Sacramento, CA 95899-7330

**deltadentalins.com**

This benefit information is not intended or designed to replace or serve as the plan's Evidence of Coverage or Summary Plan Description. If you have specific questions regarding the benefits, limitations or exclusions for your plan, please consult your company's benefits representative.

<b>Plan Benefit Highlights for:</b>	<b>PPO Incentive (\$1,700/\$1,500) no Orthodontic</b>
<b>Group No:</b>	<b>Active, Retirees, and Cobra</b>
<b>Network:</b>	<b>PPO/Premier</b> *The plan provides an additional \$200 toward the calendar year maximum when you visit a PPO dentist. Look for this information for the dentist of your choice on the Delta find a provider website to take advantage of this additional amount: (Other network affiliations: Delta Dental PPO)

In this incentive plan, Delta Dental pays 70% of the contract allowance for covered basic services and major services during the first year of eligibility. The coinsurance percentage will increase by 10% each year (to a maximum of 100%) for each enrollee if that person visits the dentist at least once during the year. If an enrollee does not use the plan during the calendar year, the percentage remains at the level attained the previous year. If an enrollee becomes ineligible for benefits and later regains eligibility, the percentage will drop back to 70%.

<b>Eligibility</b>	Primary enrollee, spouse (includes domestic partner) and eligible dependent children to age <b>26</b>	
<b>Deductibles</b>	N/A	
Deductibles waived for D & P?	N/A	
<b>Maximums</b>	The maximum benefit paid per calendar year is <b>\$1,700*</b> per person in-network (this amount includes the additional \$200 for using a PPO dentist. See note above under Network) The maximum benefit paid per calendar year is <b>\$1,500</b> per person out-of-network	
<b>Waiting Period(s)</b>	Basic Benefits None	Major Benefits None

<b>Benefits and Covered Services*</b>	<b>Delta Dental PPO dentists**</b>	<b>Non-Delta Dental dentists**</b>
<b>Diagnostic &amp; Preventive Services (D &amp; P)</b> Exams, 2 cleanings per cal year, x-rays	70-100 %	70-100%
<b>Basic Services</b> Fillings, simple tooth extractions, sealants	70-100 %	70-100%
<b>Endodontics</b> (root canals) Covered Under Basic Services	70-100 %	70-100%
<b>Periodontics</b> (gum treatment) Covered Under Basic Services	70-100 %	70-100%
<b>Oral Surgery</b> Covered Under Basic Services	70-100 %	70-100%
<b>Major Services</b> Crowns, inlays, onlays, and cast restorations	70-100 %	70-100%
<b>Prosthodontics</b> Bridges, dentures, implants	50 %	50%
<b>Dental Accident Benefits</b>	100% (separate \$1,000 maximum per person per calendar year)	

\* Limitations or waiting periods may apply for some benefits; some services may be excluded from your plan. Reimbursement is based on Delta Dental contract allowances and not necessarily each dentist's actual fees.

\*\* Reimbursement is based on PPO contracted fees for PPO dentists, Premier contracted fees for Premier dentists and program allowance for out-of-network dentists.

Delta Dental of California  
100 First St.  
San Francisco, CA 94105

**Customer Service**  
866-499-3001

**Claims Address**  
P.O. Box 997330  
Sacramento, CA 95899-7330

**deltadentalins.com**

This benefit information is not intended or designed to replace or serve as the plan's Evidence of Coverage or Summary Plan Description. If you have specific questions regarding the benefits, limitations or exclusions for your plan, please consult your company's benefits representative.

## Plan G

### MEDICARE (PART A) – HOSPITAL SERVICES – PER BENEFIT PERIOD

\* A benefit period begins on the first day you receive service as an inpatient in a hospital and ends after you have been out of the hospital and have not received skilled care in any other facility for 60 days in a row.

Services	Medicare Pays	Plan Pays	You Pay
<b>HOSPITALIZATION*</b> Semiprivate room and board, general nursing and miscellaneous services and supplies First 60 days 61 <sup>st</sup> thru 90 <sup>th</sup> day 91 <sup>st</sup> day and after: – While using 60 lifetime reserve days – Once lifetime reserve days are used: ▪ Additional 365 days ▪ Beyond the additional 365 days	All but \$1,364 All but \$341 a day All but \$682 a day \$0 \$0	\$1,364 (Part A Deductible) \$341 a day \$682 a day 100% of Medicare eligible expenses \$0	\$0 \$0 \$0 \$0** All costs
<b>SKILLED NURSING FACILITY CARE*</b> You must meet Medicare's requirements, including having been in a hospital for at least 3 days and entered a Medicare Approved facility within 30 days after leaving the hospital First 20 days 21 <sup>st</sup> thru 100 <sup>th</sup> day 101 <sup>st</sup> day and after	All approved amounts All but \$170.50 a day \$0	\$0 Up to \$170.50 a day \$0	\$0 \$0 All costs
<b>BLOOD</b> First 3 pints Additional amounts	\$0 100%	3 pints \$0	\$0 \$0
<b>HOSPICE CARE</b> You must meet Medicare's requirements, including a doctor's certification of terminal illness.	All but very limited copayment/coinsurance for outpatient drugs and inpatient respite care.	Medicare copayment/coinsurance	\$0

\*\*NOTICE: When your Medicare Part A hospital benefits are exhausted, the insurer stands in the place of Medicare and will pay whatever amount Medicare would have paid for up to an additional 365 days as provided in the policy's "Core Benefits." During this time the hospital is prohibited from billing you for the balance based on any difference between its billed charges and the amount Medicare would have paid.

## Plan G

### MEDICARE (PART B) – MEDICAL SERVICES – PER CALENDAR YEAR

\* Once you have been billed \$185 of Medicare Approved amounts for covered services (which are noted with an asterisk), your Part B Deductible will have been met for the calendar year.

Services	Medicare Pays	Plan Pays	You Pay
<b>MEDICAL EXPENSES – IN OR OUT OF THE HOSPITAL AND OUTPATIENT HOSPITAL TREATMENT, such as</b> Physician’s services, inpatient and outpatient medical and surgical services and supplies, physical and speech therapy, diagnostic tests, durable medical equipment First \$185 of Medicare Approved amounts* Remainder of Medicare Approved amounts	\$0  Generally 80%	\$0  Generally 20%	\$185 (Part B Deductible) \$0
<b>PART B EXCESS CHARGES</b> (Above Medicare-approved amounts)	\$0	100%	\$0
<b>BLOOD</b> First 3 pints Next \$185 of Medicare Approved amounts* Remainder of Medicare Approved amounts	\$0 \$0 80%	All costs \$0 20%	\$0 \$185 (Part B Deductible) \$0
<b>CLINICAL LABORATORY SERVICES –</b> Tests For Diagnostic Services	100%	\$0	\$0

### PARTS A & B

<b>HOME HEALTH CARE</b> MEDICARE APPROVED SERVICES – Medically necessary skilled care services and medical supplies – Durable medical equipment: <ul style="list-style-type: none"> <li>▪ First \$185 of Medicare Approved amounts*</li> <li>▪ Remainder of Medicare Approved amounts</li> </ul>	100%  \$0 80%	\$0  \$0 20%	\$0  \$185 (Part B Deductible) \$0
---	------------------------	-----------------------	---

### OTHER BENEFITS – NOT COVERED BY MEDICARE

<b>FOREIGN TRAVEL – NOT COVERED BY MEDICARE</b> Medically necessary emergency care services beginning during the first 60 days of each trip outside the USA First \$250 each calendar year Remainder of Charges	\$0 \$0	\$0 80% to a lifetime maximum benefit of \$50,000	\$250 20% and amounts over the \$50,000 lifetime maximum
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# Benefit Highlights

WEST KERN COMMUNITY COLLEGE 04493

Effective January 1, 2019 to December 31, 2019

This is a short description of your plan benefits. For complete information, please refer to your Summary of Benefits or Evidence of Coverage. Limitations, exclusions, and restrictions may apply.

## Prescription Drugs

	Your Cost	
Initial Coverage Stage	Network Pharmacy (30-day retail supply)	Mail Service Pharmacy (90-day supply)
Tier 1: Preferred generic	\$5 copay	\$10 copay
Tier 2: Preferred brand (includes some generic)	\$15 copay	\$30 copay
Tier 3: Non-preferred drug (includes some generic)	\$30 copay	\$60 copay
Tier 4: Specialty tier	\$30 copay	\$60 copay
Coverage gap stage	After your total drug costs reach \$3,820, the plan continues to pay its share of the cost of your drugs and you pay your share of the cost	
Catastrophic coverage stage	After your total out-of-pocket costs reach \$5,100, you will pay the greater of \$3.40 copay for generic (including brand drugs treated as generic), \$8.50 copay for all drugs, or 5% coinsurance	

Plans are insured through UnitedHealthcare Insurance Company or one of its affiliated companies, a Medicare-approved Part D sponsor. Enrollment in the plan depends on the plan's contract renewal with Medicare.

Retiree plan prospects must meet the eligibility requirements to enroll for group coverage. This information is not a complete description of benefits. Contact the plan for more information. Limitations, copayments, and restrictions may apply. Drug lists (formulary), pharmacy network, premium and/or copayments/coinsurance may change each plan year.

**APPENDIX G: PROCEDURES FOR GRANTING SALARY SCHEDULE CREDIT  
FOR**

**NONACADEMIC COURSES AND INDIVIDUAL INSTRUCTION**

1. Petitioning Procedures – To receive credit for any course or individual instruction that does not carry academic credit, a written description which relates the content of the course or individual instruction to the employee assignment must be attached to the Classified Request for Professional Growth form.
  
2. Standards for Granting Credit for CEU’s - One (1) CEU will be worth one-third (1/3) semester unit for CEU’s based on 10 hours of class time. These standards are applied to group instruction. The following scale will be used to grant credit for CEU’s:

Semester Unit	CEU’s	Hourly Equivalents
1/3	1.00 - 1.49	10.0 - 14.9
1/2	1.50 - 1.99	15.0 - 19.9
2/3	2.00 - 2.99	20.0 - 29.9
1	3.00 - 3.99	30.0 - 39.9

3. Standards for Granting Credit for Individual Instruction – Fifty (50) hours of individual instruction is worth one (1) semester unit of credit. These standards are applied to one-to-one instruction. The following scale will be used for granting credit for individual instruction.

Semester Unit	Hours of Individual Instruction
1/3	17 hours - 24 hours
1/2	25 hours - 33 hours
2/3	34 hours - 49 hours
1	50 hours - 66 hours

**Date:** June 25, 2020  
**Submitted by:** Heather del Rosario, Vice President of Human Resources  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

---

**Board Meeting Date:** July 8, 2020

**Title of Board Item:**

Second Reading and Request for Approval – Taft College Classified School Employees Association Chapter #543 and West Kern Community College District – STEM and CTE Technician and Bookstore Clerk II Job Description

**Background:**

As part of the continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding the STEM and CTE Technician and Bookstore Clerk II Job Description.

**Terms (if applicable):**


N/A

**Expense (if applicable):**

N/A

**Fiscal Impact Including Source of Funds (if applicable):**

The fiscal implications will be identified as consensus is reached over various components of the contract.

**Approved:**   
\_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President



**Date:** June 25, 2020  
**Submitted by:** Heather del Rosario, Vice President of Human Resources  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

---

**Board Meeting Date:** July 8, 2020

**Title of Board Item:**

Second Reading and Request for Approval - Taft College Classified School Employees Association Chapter #543 and West Kern Community College District - Vacation Accrual Process

**Background:**

As part of the continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding the vacation accrual process.

**Terms (if applicable):**

N/A

**Expense (if applicable):**

N/A

**Fiscal Impact Including Source of Funds (if applicable):**

The fiscal implications will be identified as consensus is reached over various components of the contract.

**Approved:**   
Dr. Debra Daniels, Superintendent/President

**Tentative Agreement Between**

**Taft College Classified School Employees Association Chapter #543  
And  
West Kern Community College District**

**Vacation Accrual Process**

This tentative agreement ("Agreement") is made by and between the Taft College Classified Employees Association Chapter #543 ("CSEA") and the West Kern Community College District ("District") (collectively referenced as the "parties") with respect to the following recitals:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding vacation accrual process for nine, ten and eleven- month employees.

Now, therefore, CSEA and the District hereby agree as follows:

1. The above recitals are true and correct.
2. The parties agree, effective July 1, 2020, that Section 14.1 of the collective bargaining agreement ("CBA") shall be modified as follows:

14.1.2: Unit members that work nine (9), ten (10) and eleven (11) months per year will accrue vacation monthly in 12 equal monthly intervals over the course of the fiscal year. These unit members will accrue at the same intervals as twelve (12) month employees. The accrual rates will be governed by Article 14, Vacations, Section 14.1.

3. Except as set forth in this Agreement, all other terms and conditions of the CBA shall remain unchanged.
4. This Agreement will become effective after ratification by the CSEA members and the District's Governing Board.

*Debra Daniels*

\_\_\_\_\_  
Debra Daniels, Superintendent/President  
West Kern Community College District

Dated: Jun 1, 2020

*Greg Hawkins*  
\_\_\_\_\_  
Greg Hawkins (Jun 1, 2020 09:44 PDT)

Greg Hawkins, President  
California School Employees Association  
Chapter #543

Dated: Jun 1, 2020

Board Approval:

\_\_\_\_\_  
Dawn Cole, President  
Board of Trustees, West Kern Community College District

Dated: \_\_\_\_\_

First Presentation: June 10, 2020  
Second Presentation/Approval: June 10, 2020









# CSEA Vacation Accrual Process 9, 10 and 11 Month

Final Audit Report

2020-06-01

Created:	2020-06-01
By:	Heather del Rosario (hdelrosario@taftcollege.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAOH8Gd1BJHC-3X0JUvK_obRNwud2KzFRI

## "CSEA Vacation Accrual Process 9, 10 and 11 Month" History

-  Document created by Heather del Rosario (hdelrosario@taftcollege.edu)  
2020-06-01 - 4:22:16 PM GMT- IP address: 75.113.174.133
-  Document emailed to Debra Daniels (ddaniels@taftcollege.edu) for signature  
2020-06-01 - 4:22:43 PM GMT
-  Email viewed by Debra Daniels (ddaniels@taftcollege.edu)  
2020-06-01 - 4:36:25 PM GMT- IP address: 207.233.123.254
-  Document e-signed by Debra Daniels (ddaniels@taftcollege.edu)  
Signature Date: 2020-06-01 - 4:36:38 PM GMT - Time Source: server- IP address: 207.233.123.254
-  Document emailed to Greg Hawkins (GHAWKINS@TAFTCOLLEGE.EDU) for signature  
2020-06-01 - 4:36:39 PM GMT
-  Email viewed by Greg Hawkins (GHAWKINS@TAFTCOLLEGE.EDU)  
2020-06-01 - 4:43:45 PM GMT- IP address: 174.134.50.222
-  Document e-signed by Greg Hawkins (GHAWKINS@TAFTCOLLEGE.EDU)  
Signature Date: 2020-06-01 - 4:44:05 PM GMT - Time Source: server- IP address: 174.134.50.222
-  Signed document emailed to Greg Hawkins (GHAWKINS@TAFTCOLLEGE.EDU), Debra Daniels (ddaniels@taftcollege.edu) and Heather del Rosario (hdelrosario@taftcollege.edu)  
2020-06-01 - 4:44:05 PM GMT



Adobe Sign

Date: June 25, 2020  
Submitted by: Heather del Rosario, Vice President of Human Resources  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Request for Approval

---

**Board Meeting Date:** July 8, 2020

**Title of Board Item:**

Second Reading and Proposed Public Hearing for Approval - Taft College Faculty Association CTA/NEA Reopener with WKCCD for FY 2020-21.

**Background:**

This item represents the Taft College Faculty Association's re-opener proposal for FY 2020-21. The Taft College Faculty Association plans to open Articles 1-12 for the purpose of negotiating the collective bargaining agreement for the 2020-21 academic year.

The Taft College Faculty Association is committed to the utilization of the Interest Based Bargaining process used by the Taft College Faculty Collective Bargaining Committee (TCFCBC) to reach an agreement.

**Terms (if applicable):**

N/A

**Expense (if applicable):**

N/A

**Fiscal Impact Including Source of Funds (if applicable):**

The fiscal implications will be identified as consensus is reached over various components of the contract.

Approved: \_\_\_\_\_

  
Dr. Debra Daniels, Superintendent/President

**June 2020**

**To: Board of Trustees  
West Kern Community College District**

**From: Taft College Faculty Association**

**Subject: Re-Opener Proposal for 2020/21 Collective Bargaining Agreement**

**The Taft College Faculty Association plans to open Articles 1-12 for the purpose of negotiating the collective bargaining agreement for the 2020/21 academic year.**

**The Taft College Faculty Association is committed to the utilization of the Interest Based Bargaining process used by the Taft College Faculty Collective Bargaining Committee (TCFCBC) to reach an agreement.**

**Date:** June 25, 2020  
**Submitted by:** Greg Hawkins, CSEA President  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

---

**Board Meeting Date:** July 8, 2020

**Title of Board Item:**

Presentation of the Taft College CSEA Chapter #543, Reopener for FY 2020/21

**Background:**

This item represents the Taft College CSEA Chapter #543 reopener proposal for FY 2020/21. The Taft College CSEA Chapter #543 plans to open Articles 1-24 for the purpose of negotiating the collective bargaining agreement for the 2020/21 academic year.

The Taft College CSEA Chapter #543 is committed to the utilization of the Interest Based Bargaining process used by the Taft College Classified Collective Bargaining Committee (TCCCBC) to reach an agreement.

The Reopener Proposal Letter is attached.

**Terms (if applicable):**

N/A

**Expense (if applicable):**

N/A

**Fiscal Impact Including Source of Funds (if applicable):**

The fiscal implications will be identified as consensus is reached over various components of the contract.

**Approved:**   
\_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President

# California School Employees Association

## Taft College Chapter 543

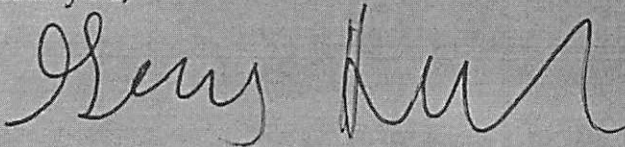
Date: June 2, 2020  
To: Board of Trustees  
West Kern Community College  
From: Greg Hawkins  
Re: Successor Agreement to the 2020-2023 Collective Bargaining Agreement

Taft College California School Employees Association (CSEA), Chapter #543 is requesting negotiation of the successor agreement to the 2020-2023 Collective Bargaining Agreement.

The Association would like to address Articles 1 through 24.

Thank you for your consideration of this request. Please contact me should you have any questions.

Thank you,

A handwritten signature in cursive script, appearing to read "Greg Hawkins".

Greg Hawkins

**Date:** June 25, 2020  
**Submitted by:** Heather del Rosario Vice President of Human Resources  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

---

**Board Meeting Date:** July 8, 2020

**Title of Board Item:**

Second Reading and Proposed Public Hearing - WKCCD Re-opener Proposal with the Taft College Faculty Association for FY 2020-21

**Background:**

The law requires that initial proposals, including re-opener proposals, be presented to the Board of Trustees in open session, and that subsequently a public hearing is held regarding the proposal in order to allow the public to comment before bargaining begins.

This item represents the District's re-opener proposal for FY 2020-21 to the Board, and announces that a public hearing has been scheduled for the July 8, 2020 Board of Trustees meeting.

As always, the District is committed to the utilization of the Interest Based Bargaining process to reach agreement during negotiations.

**Terms (if applicable):**

N/A

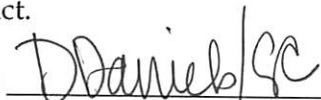
**Expense (if applicable):**

N/A

**Fiscal Impact Including Source of Funds (if applicable):**

The fiscal implications will be identified as consensus is reached over various components of the contract.

**Approved:** \_\_\_\_\_



Dr. Debra Daniels, Superintendent/President



# BOARD AGENDA ITEM

**Date:** June 25, 2020  
**Submitted by:** Heather del Rosario Vice President of Human Resources  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

---

**Board Meeting Date:** June 10, 2020

**Title of Board Item:**

Second Reading and Proposed Public Hearing for Approval - WKCCD Re-opener Proposal with the Taft College CSEA, Chapter #543, for FY 2020-21

**Background:**

The law requires that initial proposals, including re-opener proposals, be presented to the Board of Trustees in open session, and that subsequently a public hearing is held regarding the proposal in order to allow the public to comment before bargaining begins.

This item represents the District's re-opener proposal for FY 2020-21 to the Board, and announces that a public hearing has been scheduled for the July 8, 2020 Board of Trustees meeting.

Article 21 of the current agreement states that the parties may reopen any provision of this Agreement by mutual agreement.

As always, the District is committed to the utilization of the Interest Based Bargaining process to reach agreement during negotiations.

**Terms (if applicable):**

N/A

**Expense (if applicable):**

N/A

**Fiscal Impact Including Source of Funds (if applicable):**

The fiscal implications will be identified as consensus is reached over various components of the contract.

**Approved:**   
\_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President

**Date:** June 23, 2020

**Submitted by:** Richard Treece, Director of Facilities and Planning

**Area Administrator:** Brock McMurray, EVP of Administrative Services

**Subject:** Request for Approval

---

**Board Meeting Date:** July 8, 2020

**Title of Board Item:**

Forefront Power PPA Final Rate / Solar Covered Parking project.

**Background:**

On November 5, 2018 the Board of Trustees awarded the Energy Services Agreement-Solar and General Terms and Conditions of Energy Services Agreement (collectively "Taft ESA Contract") to ForeFront Power (FFP) by authorizing District staff to execute the Taft ESA Contract. The original approved project proposed a cumulative cost savings of \$2,171,849 over the 20-year term of the Taft ESA Contract at a rate of \$0.1300 per kW.

Two additional cost are being proposed to be added to the Taft ESA Contract;

- The Lab of Record (LOR) BSK services cost were paid by the district and will be invoiced to FFP.
- Identified required ADA parking lot improvements

The adjusted proposed PPA rate adjustment from FFP:

- FFP is proposing to finance the ADA costs of \$36,393.00 (rate increase \$0.0023) and the BSK costs of \$34,334 (rate increase \$0.0016) through the Taft ESA Contract PPA rate. The total capital cost being financed is \$70,727 (total rate increase \$0.0038).
- The solar project is projected to produce roughly 33,500,000 kWh over the 20 years.
- The PPA rate increase from \$0.1300 to \$0.1338 and will cost the District \$127,300 over the 20 years or approximately \$6,000/year.
  - FFP is effectively charging a ~4% interest rate to finance the BSK/ ADA costs through the PPA.
- First-year savings on the project was originally projected at \$58k so this proposed PPA rate increase would reduce first-year savings by approximately \$6,000.

**Terms (if applicable):**

N/A

**Expense (if applicable):**

Not applicable.

**Fiscal Impact Including Source of Funds (if applicable):**

Cost as outlined above.

Approved: Debra Daniels | SC  
Dr. Debra Daniels, Superintendent/President

**AMENDMENT NO. 1 TO  
ENERGY SERVICES AGREEMENT – SOLAR  
(West Kern Community College District – Taft College)**

This Amendment No. 1 to Energy Services Agreement – Solar (this “*Amendment*”) is entered into as of \_\_\_\_\_, 2020, and is by and between **FFP BTM Solar, LLC**, a Delaware limited liability company (“*ForeFront Power*”), and **West Kern Community College District** (“*Purchaser*”). In this Amendment, ForeFront Power and Purchaser are sometimes referred to individually as a “*Party*” and collectively as the “*Parties*.” Terms not otherwise defined herein shall have the meanings set forth in the Original Agreement.

**RECITALS**

**WHEREAS**, the Parties entered into that certain Energy Services Agreement – Solar dated November 14, 2018 (the “*Original Agreement*”);

**WHEREAS**, pursuant to Section 1.8 of Schedule 7 of the Special Conditions, the Parties agreed that the Purchaser shall be responsible for costs associated with ADA upgrades outside of ForeFront Power’s scope (“*ADA Upgrade Costs*”) required and ForeFront Power shall work with Purchaser in good faith to determine a mutually-acceptable solution for Purchaser to pay such ADA Upgrade Costs, including potentially an increase in the kWh Rate;

**WHEREAS**, ADA upgrades are required and the Purchaser has elected to pay for the ADA Upgrade Costs through an increase in the kWh Rate; resulting in a kWh Rate increase of \$0.0023 (\$/kWh); therefore the Parties wish to amend the Original Agreement to reflect the changes to the kWh Rate as set forth herein;

**WHEREAS**, pursuant to Section 2.1 of Schedule 7 of the Special Conditions, the Parties agreed that the Purchaser shall be responsible for costs associated with any and all Special Inspectors (“*LOR*” *Lab of Record*) required in order to fully inspect the project. ForeFront Power shall work with Purchaser in good faith to determine a mutually-acceptable solution for Purchaser to pay such Special Inspector Fees, including potentially an increase in the kWh Rate;

**WHEREAS**, Lab of Record (LOR) fees are required and the Purchaser has elected to pay for the LOR Costs through an increase in the kWh Rate; resulting in a kWh Rate increase of \$0.0016 (\$/kWh); therefore the Parties wish to amend the Original Agreement to reflect the changes to the kWh Rate as set forth herein;

**WHEREAS**, pursuant to bullet 5 “Milestone Dates” of the Special Conditions, the Parties agreed to a Construction Start Date and Guaranteed Commercial Operation Date and the Parties now wish to amend such dates;

**WHEREAS**, the Parties wish to make further amendments to the Original Agreement as set forth herein.

**NOW, THEREFORE**, in consideration of the foregoing recitals, and the mutual premises, representations, warranties, covenants, conditions herein contained, the Original Agreement is amended as follows.

1. Amendment.

- (a) The table in Schedule 2 of the Special Conditions is hereby deleted in its entirety and replaced with the following table:

<b>Term Year</b>	<b>kWh Rate (\$/kWh)</b>	<b>Term Year</b>	<b>kWh Rate (\$/kWh)</b>
1	\$0.1338	11	\$0.1338
2	\$0.1338	12	\$0.1338
3	\$0.1338	13	\$0.1338
4	\$0.1338	14	\$0.1338
5	\$0.1338	15	\$0.1338
6	\$0.1338	16	\$0.1338
7	\$0.1338	17	\$0.1338
8	\$0.1338	18	\$0.1338
9	\$0.1338	19	\$0.1338
10	\$0.1338	20	\$0.1338

- (b) Section 5.1 of the Special Conditions is hereby amended by deleting “210 days from Effective Date” and replacing it with “February 1, 2020”.
- (c) Section 5.2 of the Special Conditions is hereby amended by deleting “180 days from Construction Start Date” and replacing it with “(i) 60 days from the date on which the Local Electric Utility authorizes Provider to schedule an inspection to energize the System after confirming completion of installation, and testing.”
2. Status of Original Agreement. All provisions of the Original Agreement that are not expressly amended by this Amendment shall continue in full force and effect.
3. Counterparts. This Amendment may be executed in counterparts, each of which shall be deemed an original and all of which shall constitute one and the same agreement.
4. Severability. Whenever possible, each provision of this Amendment shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Amendment shall be prohibited by or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Amendment.
5. Governing Law. THIS AMENDMENT AND THE RIGHTS AND OBLIGATIONS OF THE PARTIES HEREUNDER SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF CALIFORNIA, INCLUDING ALL MATTERS OF CONSTRUCTION, VALIDITY AND PERFORMANCE.
6. Successors and Assigns. This Amendment shall be binding upon and shall inure to the benefit of the Parties hereto and their respective successors and assigns.

[signatures follow]

IN WITNESS WHEREOF, the Parties have caused this Amendment to be executed by their respective duly authorized representatives on the date hereof.

**FOREFRONT POWER:**

**FFP BTM Solar, LLC**

By: \_\_\_\_\_

Name:

Title:

**PURCHASER:**

**WEST KERN COMMUNITY COLLEGE DISTRICT**

By: \_\_\_\_\_

Name:

Title:

**Date:** June 23, 2020  
**Submitted by:** Richard Treece, Director of Facilities and Planning  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Request for Approval

---

**Board Meeting Date:** July 8, 2020

**Title of Board Item:**

Request for Approval of West Kern Community College District 2022-2026 Five Year Capital Outlay Plan.

**Background:**

Authorization is sought to submit the 2022-2026 Capital Outlay Plan.

The governing board of each community college district is required to prepare and submit to the California Community College Chancellor's Office a plan for capital construction for a five-year period commencing with the next proposed year of funding. The Five-Year Construction Plan is an annual summary of current and proposed capital outlay projects. The plan gives the Chancellor's Office a complete picture of the capital improvement projects for the District, enabling the Chancellor's Office to make informed decisions regarding project priorities for State funding. The projects outlined in the Five-Year Construction Plan are consistent with the District's Facilities Master Plan. Please see the attached District Projects Priority Order from the Five-Year Construction Plan for your review.

**Terms (if applicable):**

2022 to 2026

**Expense (if applicable):**

Not applicable.

**Fiscal Impact Including Source of Funds (if applicable):**

Not applicable.

**Approved:**   
\_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President

2022-2026 FIVE YEAR CAPITAL OUTLAY PLAN  
(2022-2023 FIRST FUNDING YEAR)

**West Kern Community College District**

Prepared in reference to the Community College Construction Act of 1980  
and  
approved on behalf of the local governing board for submission to  
the office of the Chancellor, California Community Colleges

Signed \_\_\_\_\_

Dr. Debra S. Daniels  
(Chief Executive Officer or their designee)

Title \_\_\_\_\_ President /Superintendent

Date \_\_\_\_\_ 6/25/2020

Contact Person \_\_\_\_\_ Richard Treece

Telephone \_\_\_\_\_ 661-763-7768

Date Received at  
Chancellor's Office:

\_\_\_\_\_

Chancellor's Office  
Reviewed by:

\_\_\_\_\_

Notice of Approval



**West Kern Community College District 690**

List the address and acreage of every land unit owned by the district (Education Code 81821(e)). Please identify all locations, both on-campus and off-campus, grouped according to their "parent" institution. In the event the list is long or complicated, please substitute copies of college bulletins or other notices to the public which display similar information. The list should be current as of October the prior year.

Address	Acres
<b>North Kern Training Center</b> Lerdo Highway Shafter, CA	5.4
<b>Taft College Campus</b> 29 Cougar Court Taft, CA 93218	37
<b>Total Acreage:</b>	<b>42.4</b>

**Legislative Districts**

Campus	Assembly	Senate	House
Taft College	34	16	21

**West Kern Community College District 690**

**Address**

**Welding Facility**

Taft, CA 93218



**District Projects Priority Order (2020 - 2026)**

**West Kern Community College District 690**

No. Project			Schedule of Funds						
Campus	Source	Total Cost	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>2 Science Modernization</b>									
Taft College									
Occupancy: 2006-07	STATE:	\$2,741,000							
Net ASF: -1,436	DISTRICT:	\$772,000							
<b>3 TIL Center</b>									
Taft College									
Occupancy: 2012-13	STATE:	\$10,541,000							
Net ASF: 14,104	DISTRICT:	\$4,531,000							
<b>4 Student Center</b>									
Taft College									
Occupancy: 2021-22	STATE:	\$0	Phase C	Phase E					
Net ASF: 6,599	DISTRICT:	\$17,672,000	\$16,265,000	\$500,000					
<b>5 Vocational Center</b>									
Taft College									
Occupancy: 2025-26	STATE:	\$21,572,000			Phases P, W	Phases C, E			
Net ASF: 13,588	DISTRICT:	\$2,519,000			\$1,810,000	\$19,762,000			
					\$0	\$2,519,000			
<b>6 Institutional Support Spaces</b>									
Taft College									
Occupancy: 2026-27	STATE:	\$0					Phases P, W	Phases C, E	
Net ASF: -11,739	DISTRICT:	\$342,000					\$0	\$0	
							\$4,000	\$338,000	
<b>7 Field Sports</b>									
Taft College									
Occupancy: 2026-27	STATE:	\$38,503,000				Phases P, W	Phases C, E		
Net ASF: 7,845	DISTRICT:	\$11,961,000				\$2,489,000	\$36,014,000		
						\$1,334,000	\$10,627,000		
<b>8 Technology Center</b>									
Taft College									
Occupancy: 2027-28	STATE:	\$30,178,000					Phases P, W	Phases C, E	
Net ASF: 8,812	DISTRICT:	\$629,000					\$2,209,000	\$27,969,000	
							\$0	\$629,000	
<b>9 Gymnasium Modernization Expansion</b>									
Taft College									
Occupancy: 2028-29	STATE:	\$25,341,000					Phases P, W	Phases C, E	
Net ASF: 9,235	DISTRICT:	\$1,439,000					\$1,532,000	\$23,809,000	
							\$708,000	\$730,000	
<b>GRAND TOTALS</b>									
		<b>Total Cost</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
	STATE:	\$128,876,000	\$0	\$0	\$1,810,000	\$22,251,000	\$38,223,000	\$29,501,000	\$23,809,000
	DISTRICT:	\$39,865,000	\$16,265,000	\$500,000	\$0	\$3,853,000	\$10,631,000	\$1,675,000	\$730,000

**West Kern Community College District 690**

**District Lecture Capacity/Load Ratios**

No.	Project			2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
	Lect ASF	WSCH	Occupancy							
<b>5</b>	<b>Vocational Center</b>									
	-2,553	-5,397	2025					30,803		
	Taft College								104%	
<b>6</b>	<b>Institutional Support Spaces</b>									
	-1,598	-3,377	2026						27,426	
	Taft College								92%	
<b>8</b>	<b>Technology Center</b>									
	1,494	3,158	2027							30,584
	Taft College								101%	
<b>Lecture Summary / Totals</b>				<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
	Lecture ASF	Actual*/Projected	WSCH	27,407	27,612	28,225	28,854	29,496	29,923	30,357
	17,123	Cumulative Capacity		36,200	36,200	36,200	36,200	36,200	30,803	27,426
		Capacity/Load Ratio		132%	131%	128%	125%	123%	103%	90%

**West Kern Community College District 690**

**District Lab Capacity/Load Ratios**

No.	Project			2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
	Lab ASF	WSCH	Occupancy							
<b>5</b>	<b>Vocational Center</b>									
	17,387	6,618	2025					11,683		
	Taft College							88%		
<b>6</b>	<b>Institutional Support Spaces</b>									
	-1,131	-315	2026						11,368	
	Taft College								85%	
<b>8</b>	<b>Technology Center</b>									
	10,850	4,634	2027							16,003
	Taft College									118%
<b>Lab Summary / Totals</b>				<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
Lab ASF	Actual*/Projected WSCH			11,718	12,385	12,660	12,942	13,230	13,421	13,616
13,218	Cumulative Capacity			5,065	5,065	5,065	5,065	5,065	11,683	11,368
	Capacity/Load Ratio			43%	41%	40%	39%	38%	87%	83%

**West Kern Community College District 690**

**District Office Capacity/Load Ratios**

No.	Project	Off ASF	FTE	Occupancy	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
5	<b>Vocational Center</b>										
		1,180	8	2025					189		
	Taft College									92%	
6	<b>Institutional Support Spaces</b>										
		-3,169	-23	2026						166	
	Taft College									80%	
7	<b>Field Sports</b>										
		675	5	2026						171	
	Taft College									82%	
8	<b>Technology Center</b>										
		-2,921	-21	2027							150
	Taft College										71%
<b>Office Summary / Totals</b>					<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
Office ASF	Actual*/Projected FTE				196	199	201	203	206	208	210
25,233	Cumulative Capacity				180	180	180	180	180	189	171
	Capacity/Load Ratio				92%	91%	90%	89%	87%	91%	81%

**West Kern Community College District 690**

**District Library Capacity/Load Ratios**

No.	Project	Lib ASF	Occupancy	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
5	<b>Vocational Center</b>									
		-286	2025					12,049		
	Taft College							69%		
6	<b>Institutional Support Spaces</b>									
		-286	2026						11,763	
	Taft College								67%	
<b>Library Summary / Totals</b>				<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
Library ASF	Actual*/Projected ASF			16,855	17,024	17,194	17,278	17,455	17,634	17,814
12,335	Cumulative Capacity			12,335	12,335	12,335	12,335	12,335	12,049	11,763
	Capacity/Load Ratio			73%	72%	72%	71%	71%	68%	66%

**West Kern Community College District 690**

**District AV/TV Capacity/Load Ratios**

No.	Project	AVTV ASF	Occupancy	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
<b>AV/TV Summary / Totals</b>				<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
	AV/TV ASF Actual*/Projected ASF			8,347	8,385	8,422	8,441	8,480	8,520	8,560
96	Cumulative Capacity			96	96	96	96	96	96	96
	Capacity/Load Ratio			1%	1%	1%	1%	1%	1%	1%



**West Kern Community College District 690**
**District Load Distribution**

	Instructional Staff FTE	Total Campus WSCH	Off-Campus WSCH	On-Campus WSCH	P.E. Laboratory WSCH	On-Campus Lecture WSCH	On-Campus Laboratory WSCH
<b>Actual</b>							
2018	190	37,541	375	37,166	557	26,388	10,221
2019	192	38,385	384	38,001	570	26,601	10,830
<b>Projected</b>							
2020	194	39,245	392	38,853	583	27,003	11,267
2021	196	40,122	401	39,721	596	27,407	11,718
2022	199	41,016	410	40,606	609	27,612	12,385
2023	201	41,926	419	41,507	623	28,225	12,660
2024	203	42,861	429	42,432	636	28,854	12,942
2025	206	43,814	438	43,376	651	29,496	13,230
2026	208	44,449	444	44,005	660	29,923	13,421

**West Kern Community College District 690**

**Instructional Load by Campus**

WSCH Distributed to Campuses or Other Locations

	Actual			Projected						
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Taft College	38,569	37,541	38,385	39,245	40,122	41,016	41,926	42,861	43,814	44,449
<b>Total</b>	<b>38,569</b>	<b>37,541</b>	<b>38,385</b>	<b>39,245</b>	<b>40,122</b>	<b>41,016</b>	<b>41,926</b>	<b>42,861</b>	<b>43,814</b>	<b>44,449</b>



**Load Distribution & Staff Forecast**

**West Kern Community College District 690**

**Total District Library Load**

(a)	Total Day-Graded (b)	Number of Campuses (c)	Initial ASF (3,795/Camp) (d)	First 3,000 Day Graded (3.83/DG) (e)	Between 3k - 9k (3.39/DG) (f)	Above 9,000 (2.94/DG) (g)	Total ASF (d+e+f+g)
<b>Projected</b>							
2020	3,414	1	3,795	11,490	1,403	0	16,688
2021	3,463	1	3,795	11,490	1,570	0	16,855
2022	3,513	1	3,795	11,490	1,739	0	17,024
2023	3,563	1	3,795	11,490	1,909	0	17,194
2024	3,588	1	3,795	11,490	1,993	0	17,278
2025	3,640	1	3,795	11,490	2,170	0	17,455
2026	3,693	1	3,795	11,490	2,349	0	17,634



**Load Distribution and Staff Forecast**

**Library Load by Campus or Location**

	Projected						
	2020	2021	2022	2023	2024	2025	2026
Taft College	16,688 (100%)	16,855 (100%)	17,024 (100%)	17,194 (100%)	17,278 (100%)	17,455 (100%)	17,634 (100%)
<b>Total</b>	<b>16,688</b>	<b>16,855</b>	<b>17,024</b>	<b>17,194</b>	<b>17,278</b>	<b>17,455</b>	<b>17,634</b>



**Load Distribution & Staff Forecast**

**West Kern Community College District 690**

**Total District AV, Radio, TV Load**

(a)	Total Day-Graded (b)	Number of Campuses (c)	Initial ASF (3,500/Camp) (d)	First 3,000 Day Graded (1.50/DG) (e)	Between 3k - 9k (0.75/DG) (f)	Above 9,000 (0.25/DG) (g)	Total ASF (d+e+f+g)
<b>Projected</b>							
2020	3,414	1	3,500	4,500	311	0	8,311
2021	3,463	1	3,500	4,500	347	0	8,347
2022	3,513	1	3,500	4,500	385	0	8,385
2023	3,563	1	3,500	4,500	422	0	8,422
2024	3,588	1	3,500	4,500	441	0	8,441
2025	3,640	1	3,500	4,500	480	0	8,480
2026	3,693	1	3,500	4,500	520	0	8,520



**Load Distribution and Staff Forecast**

**AV, Radio, TV Load by Campus or Location**

	Projected						
	2020	2021	2022	2023	2024	2025	2026
Taft College	8,311 (100%)	8,347 (100%)	8,385 (100%)	8,422 (100%)	8,441 (100%)	8,480 (100%)	8,520 (100%)
<b>Total</b>	<b>8,311</b>	<b>8,347</b>	<b>8,385</b>	<b>8,422</b>	<b>8,441</b>	<b>8,480</b>	<b>8,520</b>

Campus Reports for Taft College (691)

**West Kern Community College District 690**  
**Taft College 691**

**Campus Lecture Capacity/Load Ratios**

No.	Project	Lect ASF	WSCH	Occupancy	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
5	Vocational Center	-2,553	-5,397	2025					30,803		
Taft College									104%		
6	Institutional Support Spaces	-1,598	-3,377	2026						27,426	
Taft College										92%	
8	Technology Center	1,494	3,158	2027							30,584
Taft College											101%
					2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
	Lecture ASF	Actual*/Projected WSCH			27,407	27,612	28,225	28,854	29,496	29,923	30,357
	17,123	Cumulative Capacity			36,200	36,200	36,200	36,200	36,200	30,803	27,426
		Capacity/Load Ratio			132%	131%	128%	125%	123%	103%	90%



**West Kern Community College District 690**  
**Taft College 691**

**Campus Lab Capacity/Load Ratios**

No.	Project			2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
	Lab ASF	WSCH	Occupancy							
5	Vocational Center							11,683		
	17,387	6,618	2025							
Taft College								88%		
6	Institutional Support Spaces								11,368	
	-1,131	-315	2026							
Taft College								85%		
8	Technology Center									16,003
	10,850	4,634	2027							
Taft College									118%	
				2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
	Actual*/Projected WSCH			11,718	12,385	12,660	12,942	13,230	13,421	13,616
Lab ASF	Cumulative Capacity			5,065	5,065	5,065	5,065	5,065	11,683	11,368
13,218	Capacity/Load Ratio			43%	41%	40%	39%	38%	87%	83%

**West Kern Community College District 690**

**Taft College 691**

**Campus Office Capacity/Load Ratios**

No.	Project	Off ASF	FTE	Occupancy	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
5	Vocational Center	1,180	8	2025					189		
Taft College										92%	
6	Institutional Support Spaces	-3,169	-23	2026						166	
Taft College										80%	
7	Field Sports	675	5	2026						171	
Taft College										82%	
8	Technology Center	-2,921	-21	2027							150
Taft College											71%
					2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
	Actual*/Projected FTE				196	199	201	203	206	208	210
Office ASF	Cumulative Capacity				180	180	180	180	180	189	171
	25,233										
	Capacity/Load Ratio				92%	91%	90%	89%	87%	91%	81%

**West Kern Community College District 690**  
**Taft College 691**

**Campus Library Capacity/Load Ratios**

No.	Project	Lib ASF	Occupancy	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
5	Vocational Center	-286	2025					12,049		
								69%		
6	Institutional Support Spaces	-286	2026						11,763	
								67%		
				2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
	Library ASF			16,855	17,024	17,194	17,278	17,455	17,634	17,814
	12,335			12,335	12,335	12,335	12,335	12,335	12,049	11,763
				73%	72%	72%	71%	71%	68%	66%

**West Kern Community College District 690**

**Taft College 691**

**Campus AV/TV Capacity/Load Ratios**

No.	Project	AVTV ASF	Occupancy	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
				2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28
	Actual*/Projected ASF			8,347	8,385	8,422	8,441	8,480	8,520	8,560
AV/TV ASF	Cumulative Capacity			96	96	96	96	96	96	96
96	Capacity/Load Ratio			1%	1%	1%	1%	1%	1%	1%

**West Kern Community College District 690**

**Taft College 691**

**Campus Load Distribution**

	Instructional Staff FTE	Total Campus WSCH	Off-Campus WSCH	On-Campus WSCH	P.E. Laboratory WSCH	On-Campus Lecture WSCH	On-Campus Laboratory WSCH
<b>Actual</b>							
2018	190	37,541	375	37,166	557	26,388	10,221
2019	192	38,385	384	38,001	570	26,601	10,830
<b>Projected</b>							
2020	194	39,245	392	38,853	583	27,003	11,267
2021	196	40,122	401	39,721	596	27,407	11,718
2022	199	41,016	410	40,606	609	27,612	12,385
2023	201	41,926	419	41,507	623	28,225	12,660
2024	203	42,861	429	42,432	636	28,854	12,942
2025	206	43,814	438	43,376	651	29,496	13,230
2026	208	44,449	444	44,005	660	29,923	13,421

**West Kern Community College District 690**  
**Taft College 691**

**FTE Instruction Staff Worksheet - Fall 2020**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
<b>Instructor</b>	181.0	1.0	180.0
<b>Counselor</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	6.0	0.0	6.0
<b>Department Administrator</b>	0.0	0.0	0.0
<b>Librarian</b> Include certificated director of audio/visual, et. al.	1.0	0.0	1.0
<b>Institutional Administrator</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	7.0	0.0	7.0
<b>Actual 2020 Totals</b>	<b>195.0</b>	<b>1.0</b>	<b>194.0</b>

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalent devoted to noninstructional work. Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**West Kern Community College District 690**

**Taft College 691**

**FTE Instruction Staff Worksheet - Fall 2021**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
<b>Instructor</b>	183.0	1.0	182.0
<b>Counselor</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	6.0	0.0	6.0
<b>Department Administrator</b>	0.0	0.0	0.0
<b>Librarian</b> Include certificated director of audio/visual, et. al.	1.0	0.0	1.0
<b>Institutional Administrator</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	7.0	0.0	7.0
<b>Projected 2021 Totals</b>	<b>197.0</b>	<b>1.0</b>	<b>196.0</b>

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalent devoted to noninstructional work. Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**West Kern Community College District 690**

**Taft College 691**

**FTE Instruction Staff Worksheet - Fall 2022**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
<b>Instructor</b>	185.0	1.0	184.0
<b>Counselor</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	7.0	0.0	7.0
<b>Department Administrator</b>	0.0	0.0	0.0
<b>Librarian</b> Include certificated director of audio/visual, et. al.	1.0	0.0	1.0
<b>Institutional Administrator</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	7.0	0.0	7.0
<b>Projected 2022 Totals</b>	<b>200.0</b>	<b>1.0</b>	<b>199.0</b>

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work. Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.



**West Kern Community College District 690**

**Taft College 691**

**FTE Instruction Staff Worksheet - Fall 2023**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
<b>Instructor</b>	187.0	1.0	186.0
<b>Counselor</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	7.0	0.0	7.0
<b>Department Administrator</b>	0.0	0.0	0.0
<b>Librarian</b> Include certificated director of audio/visual, et. al.	1.0	0.0	1.0
<b>Institutional Administrator</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	7.0	0.0	7.0
<b>Projected 2023 Totals</b>	<b>202.0</b>	<b>1.0</b>	<b>201.0</b>

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work. Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**West Kern Community College District 690**

**Taft College 691**

**FTE Instruction Staff Worksheet - Fall 2024**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
<b>Instructor</b>	189.0	1.0	188.0
<b>Counselor</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	7.0	0.0	7.0
<b>Department Administrator</b>	0.0	0.0	0.0
<b>Librarian</b> Include certificated director of audio/visual, et. al.	1.0	0.0	1.0
<b>Institutional Administrator</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	7.0	0.0	7.0
<b>Projected 2024 Totals</b>	<b>204.0</b>	<b>1.0</b>	<b>203.0</b>

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalentents devoted to noninstructional work. Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**West Kern Community College District 690**  
**Taft College 691**

**FTE Instruction Staff Worksheet - Fall 2025**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
<b>Instructor</b>	191.0	1.0	190.0
<b>Counselor</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	8.0	0.0	8.0
<b>Department Administrator</b>	0.0	0.0	0.0
<b>Librarian</b> Include certificated director of audio/visual, et. al.	1.0	0.0	1.0
<b>Institutional Administrator</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	7.0	0.0	7.0
<b>Projected 2025 Totals</b>	<b>207.0</b>	<b>1.0</b>	<b>206.0</b>

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalent devoted to noninstructional work. Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**West Kern Community College District 690**

**Taft College 691**

**FTE Instruction Staff Worksheet - Fall 2026**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
<b>Instructor</b>	193.0	1.0	192.0
<b>Counselor</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	8.0	0.0	8.0
<b>Department Administrator</b>	0.0	0.0	0.0
<b>Librarian</b> Include certificated director of audio/visual, et. al.	1.0	0.0	1.0
<b>Institutional Administrator</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	7.0	0.0	7.0
<b>Projected 2026 Totals</b>	<b>209.0</b>	<b>1.0</b>	<b>208.0</b>

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalent devoted to noninstructional work. Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.



Planning

**Cumulative Sum of Existing & Proposed Space (2021 - 2027)**

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**West Kern Community College District 690**

**Taft College 691**

Priority & Year of Occupancy (a)	Classroom 100's (b)	Laboratory 200's (c)	Office 300's (d)	Library 400's (e)	AV Radio TV 530-535 (f)	P.E. 520-525 (g)	Assembly 610 & 615 (h)	Inactive 050-070 (i)	All Other Areas (j)	Total ASF (k)
<b>Total ASF</b>	17,123	13,218	25,233	12,335	96	16,730	3,042	14,888	80,886	183,551
<b>5 2025 Vocational Center</b>										
	-2,553	17,387	1,180	-286				-1,739	-401	13,588
	14,570	30,605	26,413	12,049				13,149	80,485	197,139
<b>6 2026 Institutional Support Spaces</b>										
	-1,598	-1,131	-3,169	-286				-1,739	-3,816	-11,739
	12,972	29,474	23,244	11,763				11,410	76,669	185,400
<b>7 2026 Field Sports</b>										
			675			4,281			2,889	7,845
			23,919			21,011			79,558	193,245
<b>8 2027 Technology Center</b>										
	1,494	10,850	-2,921						-611	8,812
	14,466	40,324	20,998						78,947	202,057
<b>Total Existing and Proposed Space</b>	14,466	40,324	20,998	11,763	96	21,011	3,042	11,410	78,947	202,057

**West Kern Community College District 690**
**Taft College 691**
**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Total Net ASF	ASF per 100 WSCH	Total Capacity WSCH
Classroom Space	17,123	47.3	36,199

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH
0100 - Agriculture and Natural Resources	1,259	492	256
0200 - Architecture and Related Technologies	863	257	336
0400 - Biological Sciences	1,703	235	725
0700 - Information Technology	850	171	497
0800 - Education	1,373	321	428
0900 - Engineering and Industrial Technologies	850	321	265
1000 - Fine and Applied Arts	2,288	257	890
1200 - Health	1,277	214	597
1900 - Physical Sciences	2,755	257	1,072
Summary	Total Net ASF	ASF per 100 WSCH	Total Capacity WSCH
Lab Space	13,218	261	5,065

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Total Net ASF	ASF per FTE	Total Capacity FTE
Office Space	25,233	140	180

**West Kern Community College District 690**

**Taft College 691**

District Priority & Project: **1 Child Development Center**

Project Type:  Site Acquisition       New Construction       Reconstruction  
 Replacement       Infrastructure       Equipment

Total Estimated Cost: \$0

Anticipated Source(s) of Funds:

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year						2005-2006
Estimated Cost						

**Explain why this project is needed:**

Taft College has determined that there are three objectives to be accomplished. (1) To provide an on-campus, consolidated, integrated program for child care and development services, (2) to improve facilities to meet licensing standards for college child care and instruction, (3) to train more students to meet the ever increasing demand for child care.

The first problem that will be remedied will be the replacement of multiple relocatables that are currently housing the programs. These scattered facilities do not meet current construction codes and are not DSA approved relocatables. The second problem that will be remedied with the consolidation, will be ability to meet current licensing requirements, efficiency in program, and lowered operating costs per child. The third problem that will be remedied is that of providing needed child care services to a greater number of Taft College students.

The existing center was developed ad hoc and without planning. As the need for childcare for students escalated and the need for expanded practicum sites became evident with the growth of the early childhood education program, modules were added and numerous non-compliant expansions were undertaken.

Each of the facilities is in need of extensive repair and when the licensing evaluator recently visited the sites she noted several infractions of regulations due to the antiquity of the facilities. Another area of concern in the existing facilities is the limitations that exist for practicum training and observations by early childhood education students. The space is much too crowded and there are no designated observation areas. Consequently, children, staff, parents and students are frequently stumbling over one another. This leads to difficult working conditions and impaired quality of services for the children and the students.

The current arrangement of program offering is negative cost effective. Operational costs exceed the District cost of owning, maintaining and operating an efficient center. The negative cost effectiveness is in addition to the limited access and availability for the college students and their children.

Current licensing and the Chancellor’s Task Force Guidelines for a Children’s Center state that facilities should meet specific standards. Despite the efforts of the college to maintain the Children’s Center facility, it has become increasingly difficult and costly to meet required facility standards.

Several new program courses have been planned for many semesters now, but the impacted space has prevented this. This project constructs approximately 16,212 asf and will support 215 children and over 31,000 hours of required student observation

**West Kern Community College District 690**  
**Taft College 691**

District Priority & Project: **1 Child Development Center**

**Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary							0
Project Secondary							0
Project Net ASF							0

**Project Net Capacity**

**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		0

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0		0.00



**West Kern Community College District 690**  
**Taft College 691**

District Priority & Project: **2 Science Modernization**

Project Type:  Site Acquisition       New Construction       Reconstruction  
 Replacement       Infrastructure       Equipment

Total Estimated Cost: \$3,513,000

Anticipated Source(s) of Funds: State and Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2005-2006	2005-2006	2005-2006	2005-2006	2006-2007
Estimated Cost		\$186,000	\$145,000	\$3,151,000	\$31,000	

**Explain why this project is needed:**

The science facility at Taft College was constructed in 1966. There have been no modifications to this building or the programs since its original construction. The existing building is not adaptable to current technologies in its current state. The services to the science labs are in disrepair and their replacement would require major construction. The laboratories are not designed to allow for student to student learning and each of the spaces were constructed to meet a specific curriculum. The science labs also need to be designed to accommodate multiple disciplines in each space. Due to the remoteness of the campus and the demands on facility efficiency, a full-time chemistry lab would negatively impact the laboratory cap/load ratio. The science labs need to be modernized to take advantage of current teaching methodologies and future delivery methods. This alternative proposes to remodel the existing facilities and maintain the same general use of the existing building by reconstructing 9,344 asf along with minimal related site construction.

**West Kern Community College District 690**  
**Taft College 691**

District Priority & Project: **2 Science Modernization**

**Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary							0
Project Secondary							0
Project Net ASF							0

**Project Net Capacity**

**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	-101	47.4	-213

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
0400 - Biological Sciences	1,225	235	521	-2,485	-235	-1,057
0700 - Information Technology, General	0	0	0	-288	-171	-168
1900 - Chemistry, General	1,225	257	477	-1,455	-257	-566
1900 - Physical Sciences	1,014	257	395	-2,503	-257	-974
<b>Summary</b>				<b>Net ASF</b>	<b>Capacity WSCH</b>	
Lab Space				-3,267	-1,373	

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	159	160	0.99

**West Kern Community College District 690**  
**Taft College 691**

District Priority & Project: **3 TIL Center**

Project Type:  Site Acquisition     New Construction     Reconstruction  
 Replacement     Infrastructure     Equipment

Total Estimated Cost: \$15,072,000

Anticipated Source(s) of Funds: State and Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2007-2008	2007-2008	2007-2008	2007-2008	2012-2013
Estimated Cost		\$411,000	\$617,000	\$13,630,000	\$414,000	

**Explain why this project is needed:**

Taft College is nationally recognized for providing Transition to Independent Living instruction to disabled students. The program has grown ad hoc over the years that his project will provide a proper instructional facility to support this important component of the College.

**West Kern Community College District 690**  
**Taft College 691**

District Priority & Project: **3 TIL Center**

**Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary							0
Project Secondary							0
Project Net ASF							0

**Project Net Capacity**

**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
1300 - Nutrition, Foods, and Culinary Arts	0	0	0	0	0	0
Summary				Net ASF	Capacity WSCH	
Lab Space				0	0	

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	3,090	140	22.07

**West Kern Community College District 690**  
**Taft College 691**

District Priority & Project: **4 Student Center**

Project Type:  Site Acquisition     New Construction     Reconstruction  
 Replacement     Infrastructure     Equipment

Total Estimated Cost: \$17,672,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2014-2015	2014-2015	2020-2021	2021-2022	2021-2022
Estimated Cost		\$252,000	\$655,000	\$16,265,000	\$500,000	

**Explain why this project is needed:**

This project proposes to construct a new Student Union Building approximately 21,100 OGSF and associated site work to include and path of travel improvements. Several facilities (Bldg's #07, #14, #18, #19, #20, and #58) will be demolished at the site of this new facility and a large portion of the existing Student Center building #13 will become inactive.

**West Kern Community College District 690**  
**Taft College 691**

District Priority & Project: **4 Student Center**

**Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary			525			16,868	17,393
Project Secondary			-825			-9,969	-10,794
Project Net ASF			-300			6,899	6,599

**Project Net Capacity**

**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		0

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	-300	140	-2.14

**West Kern Community College District 690**  
**Taft College 691**

District Priority & Project: **5 Vocational Center**

Project Type:  Site Acquisition     New Construction     Reconstruction  
 Replacement     Infrastructure     Equipment

Total Estimated Cost: \$24,091,000

Anticipated Source(s) of Funds: State and Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2022-2023	2022-2023	2023-2024	2023-2024	2025-2026
Estimated Cost		\$1,080,000	\$730,000	\$20,688,000	\$1,593,000	

**Explain why this project is needed:**

This project will provide for needed vocational space on the campus. Much of the existing vocation instruction takes place in modular buildings that are not Field Act compliant. This project provides for the removal of several modular buildings (#10 #32, #33, #35, #45, #46) and moves vocational spaces into a permanent facility; as well as bringing the Welding program on campus..

**West Kern Community College District 690**  
**Taft College 691**

District Priority & Project: **5 Vocational Center**

**Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary	0	20,037	2,370	0		400	22,807
Project Secondary	-2,553	-2,650	-1,190	-286		-2,540	-9,219
Project Net ASF	-2,553	17,387	1,180	-286		-2,140	13,588

**Project Net Capacity**

**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	-2,553	47.3	-5,397

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
0700 - Information Technology	2,550	171	1,491	0	0	0
0800 - Educational Technology	2,400	321	748	-1,373	-321	-428
0945 - Industrial Systems Technology and Maintenance	3,994	556	718	0	0	0
0956 - Manufacturing and Industrial Technology	2,400	385	623	0	0	0
1200 - Dental Occupations	8,693	214	4,062	-1,277	-214	-597
<b>Summary</b>				<b>Net ASF</b>	<b>Capacity WSCH</b>	
Lab Space				17,387	6,618	

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	1,180	140	8.43



**West Kern Community College District 690**  
**Taft College 691**

District Priority & Project: **6 Institutional Support Spaces**

Project Type:  Site Acquisition       New Construction       Reconstruction  
 Replacement       Infrastructure       Equipment

Total Estimated Cost: \$342,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2024-2025	2024-2025	2025-2026	2025-2026	2026-2027
Estimated Cost		\$2,000	\$3,000	\$246,000	\$92,000	

**Explain why this project is needed:**

Re-allocation of vacated spaces to effectively increase institutional support services. This project will impact several building on campus as a result of the Vocational Center (FPP). This project will be completed in several small phases due logistics, space availability and the need to vacate spaces prior to construction (Bldg #10, #13, #32, #33, #35) of the Vocational Center and then the removal (#45, #46) or updating the spaces (Bldg #28, #29, #30, #89) vacated by the programs that were moved into the Vocational Center.

**West Kern Community College District 690  
Taft College 691**

District Priority & Project: **6 Institutional Support Spaces**

**Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary	0	759	0	0		0	759
Project Secondary	-1,598	-1,890	-3,169	-286		-5,555	-12,498
Project Net ASF	-1,598	-1,131	-3,169	-286		-5,555	-11,739

**Project Net Capacity**

**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	-1,598	47.3	-3,377

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
0800 - Educational Technology	0	0	0	-1,372	-321	-427
1200 - Dental Occupations	759	214	355	-518	-214	-242
Summary				Net ASF		Capacity WSCH
Lab Space				-1,131		-315

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	-3,169	140	-22.64

**West Kern Community College District 690**  
**Taft College 691**

District Priority & Project: **7 Field Sports**

Project Type:  Site Acquisition  New Construction  Reconstruction  
 Replacement  Infrastructure  Equipment

Total Estimated Cost: \$50,465,000

Anticipated Source(s) of Funds: State and Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2023-2024	2023-2024	2024-2025	2024-2025	2026-2027
Estimated Cost		\$2,267,000	\$1,556,000	\$46,494,000	\$148,000	

**Explain why this project is needed:**

Taft College is missing a key component of the Physical Education program which is Field Sports. There is one ad-hoc baseball field but it is of non-standard design. The instructional components of Field Sports is held in relocatable buildings that are not DSA approved. This project will construct a proper Field Sports facility that not only provides for equality but for a full program of instruction.

**West Kern Community College District 690**  
**Taft College 691**

District Priority & Project: **7 Field Sports**

**Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary			1,415			24,700	26,115
Project Secondary			-740			-17,530	-18,270
Project Net ASF			675			7,170	7,845

**Project Net Capacity**

**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		0

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	675	140	4.82

**West Kern Community College District 690**  
**Taft College 691**

District Priority & Project: **8 Technology Center**

Project Type:  Site Acquisition     New Construction     Reconstruction  
 Replacement     Infrastructure     Equipment

Total Estimated Cost: \$30,807,000

Anticipated Source(s) of Funds: State and Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2024-2025	2024-2025	2025-2026	2025-2026	2027-2028
Estimated Cost		\$914,000	\$1,295,000	\$26,858,000	\$1,740,000	

**Explain why this project is needed:**

This project will increase instructional capacity of the campus, primarily in laboratory but also lecture space. There will also be relate office space. Also included is related site and utility development costs.

**West Kern Community College District 690**  
**Taft College 691**

District Priority & Project: **8 Technology Center**

**Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary	8,320	12,090	500			0	20,910
Project Secondary	-6,826	-1,240	-3,421			-611	-12,098
Project Net ASF	1,494	10,850	-2,921			-611	8,812

**Project Net Capacity**

**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	1,494	47.3	3,158

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
0700 - Information Technology	4,320	171	2,526	0	0	0
0900 - Electronics and Electric Technology	4,330	321	1,349	0	0	0
1000 - Fine Arts, General	3,440	257	1,339	0	0	0
1200 - Dental Occupations	0	0	0	-1,240	-214	-579
<b>Summary</b>				<b>Net ASF</b>	<b>Capacity WSCH</b>	
Lab Space				10,850	4,634	

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	-2,921	140	-20.86

**West Kern Community College District 690**  
**Taft College 691**

District Priority & Project: **9 Gymnasium Modernization Expansion**

Project Type:  Site Acquisition       New Construction       Reconstruction  
 Replacement       Infrastructure       Equipment

Total Estimated Cost: \$26,780,000

Anticipated Source(s) of Funds: State and Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2025-2026	2025-2026	2026-2027	2026-2027	2028-2029
Estimated Cost		\$1,180,000	\$1,060,000	\$24,408,000	\$132,000	

**Explain why this project is needed:**

The existing gymnasium is in severe need of structural repairs. The existing campus is located almost entirely on collapsible soil. The existing facility has experienced considerable subsidence in the last 20 years. This project will modernize and expand the Gymnasium at Taft College. The expanded 27,505 ASF facility will include 917 assignable square feet (asf) lecture, 877 asf Office, and 25,711 asf of physical education and other space (16,557 asf PE and 966 asf other space). This project is also proposed to provide geotechnical repairs to the existing portion of the gymnasium to repair the existing damage and prevent future damage.

**West Kern Community College District 690  
Taft College 691**

District Priority & Project: **9 Gymnasium Modernization Expansion**

**Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary	917		877			25,711	27,505
Project Secondary	0		-740			-17,530	-18,270
Project Net ASF	917		137			8,181	9,235

**Project Net Capacity**

**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	917	47.3	1,938

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary				Net ASF	Capacity WSCH	
Lab Space				0	0	

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	137	140	0.98



**Date:** June 23, 2020  
**Submitted by:** Richard Treece, Director of Facilities and Planning  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Request for Approval

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**Board Meeting Date:** July 8, 2020

**Title of Board Item:**

Final Project Proposal (FPP) - Taft College Vocational Center

**Background:**

The State Chancellor's Office has requested colleges to submit updated FPP's pending potential funding. The Vocational Center project is a high priority project pending available funding sources per our Master Facilities Plan and Five Year Capital Outlay Plan. The Vocational Center Project is comprised of 22,807 assignable square feet (ASF) consisting of 20,037 ASF laboratory space, 2,037 ASF office space, and 400 ASF meeting space. The Center will provide permanent space for vocational programs as well as our current Dental Hygiene Program. The building is planned to be constructed at the current site of the cafeteria/testing facility.

**Terms (if applicable):**

Not applicable.

**Expense (if applicable):**

Not applicable.

**Fiscal Impact Including Source of Funds (if applicable):**

The total estimated budget for this project is \$24,094,000, comprised of \$2,519,000 in local funds (Construction \$926,000 and Equipment \$1, 593,000) and \$21,575,000 in state funds.

**Approved:**   
\_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President

**Approval Page  
Final Project Proposal  
Budget Year 2021-22**

District: West Kern Community College District

Project Location: Taft College  
*(College or Center)*

Project: Vocational Center

The district proposes funds for inclusion in the state capital outlay budget (check items):

Preliminary Plans       Working drawings       Construction       Equipment

**District Certification**

Contact Person: Richard Treece, Director of Facilities & Planning      Telephone: 661.763.7768

E-Mail Address: rtreece@taftcollege.edu      Fax: 661.763.7769

Approved for submission: \_\_\_\_\_      Date: \_\_\_\_\_  
*(Chancellor/President/Superintendent Signature)*

**District Board of Trustees Certification**

The Governing Board of the District approves the submission of this application to the Board of Governors of the California Community Colleges and promises to fulfill the succeeding list of Project Terms and Conditions.

\_\_\_\_\_  
*President of the Board of Trustees signature      date      Secretary of the Board of Trustees signature      date*

Attach a copy of the Board Resolution which substantiates approval of the application and promises to fulfill the Project Terms and Conditions.

**Chancellor's Office Certification**

Submit proposal to:  
Facilities Planning and Utilization  
Chancellor's Office  
California Community Colleges  
1102 Q Street, 4th Floor(Ste. 6549)  
Sacramento, CA 95811-6549

Reviewed by: \_\_\_\_\_

Date Completed: \_\_\_\_\_

**Date:** June 15, 2020  
**Submitted by:** Brock McMurray, EVP of Administrative Services  
**Area Administrator:** Brock McMurray, EVP of Administrative Services  
**Subject:** Request for Approval

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**Board Meeting Date:** July 8, 2020

**Title of Board Item:**

2020-2021 West Kern Community College District Tentative Annual Budget

**Background:**

In accordance with Section 58305 of the California Code of Regulations, it is necessary to approve a tentative FY 2020-2021 budget for West Kern Community College District (WKCCD).

However, the Chancellor's Office has determined that strict compliance with the regulations governing financial reporting requirements will impede the continuity of education during the COVID-19 pandemic. For this reason, the Chancellor has issued Executive Order 2020-06 temporarily suspending California Code of Regulations, title 5, sections 58300, 58301, 58305(a), 58305(c), 58305(d), and 59106. (5 Cal. Code Regs. 52020.) The Chancellor's Office issued memorandum FS20-07 to provide further guidance on the temporary suspension of these regulations and the established of new deadlines for local budgets to submit the WKCCD FY 2020-2021 Tentative Budget for Board approval in July 2020 instead of the original June 2020 deadline.

This approval will provide the District with operating funds for the period of July through October 2020 until a final FY 2020-2021 WKCCD budget is presented to the Board of Trustees for adoption by October 2020 instead of the original September 2020 deadline.

Please find the enclosed draft of the proposed Tentative Budget Summary for WKCCD.

**Terms (if applicable):**

July 1, 2020 - June 30, 2021

**Expense (if applicable):**

Not applicable.

**Fiscal Impact Including Source of Funds (if applicable):**

Not applicable.

**Approved:**   
\_\_\_\_\_  
Dr. Debra Daniels, Superintendent/President

**West Kern Community College District  
2020 / 21 Preliminary Budget Summary  
General Fund - Funds 11 & 12**

Object Code	Description	2019 / 2020 COMBINED Adopted Budget	2019 / 2020 COMBINED Revised Budget	2019 / 2020 Estimated Actuals	2020 / 2021 COMBINED Budget	2020 / 2021 UNRESTRICTED Budget	2020 / 2021 RESTRICTED Budget
8100	Federal Revenue	608,509	850,881	850,881	627,969	-	627,969
8600	State Income	26,494,613	26,824,948	26,824,948	24,817,455	19,455,758	5,361,697
8800	Local Income	8,649,638	8,917,679	8,871,423	8,446,510	8,197,406	249,104
8900	Reserves	-	-	-	-	-	-
<b>Total for 8000:</b>	<b>Revenue</b>	<b>35,752,760</b>	<b>36,593,507</b>	<b>36,547,251</b>	<b>33,891,934</b>	<b>27,653,164</b>	<b>6,238,770</b>
<hr/>							
1000	Academic Salaries	11,457,663	11,192,904	11,192,904	11,095,904	9,501,194	1,594,710
<b>Total for 1000:</b>	<b>Academic Salaries</b>	<b>11,457,663</b>	<b>11,192,904</b>	<b>11,192,904</b>	<b>11,095,904</b>	<b>9,501,194</b>	<b>1,594,710</b>
<hr/>							
2000	Classified Salaries	6,637,578	6,963,898	6,963,898	6,127,283	5,157,381	969,902
<b>Total for 2000:</b>	<b>Classified Salaries</b>	<b>6,637,578</b>	<b>6,963,898</b>	<b>6,963,898</b>	<b>6,127,283</b>	<b>5,157,381</b>	<b>969,902</b>
<hr/>							
3100	State Teachers Retirement System (STRS)	1,925,369	1,912,202	1,912,202	1,929,804	1,737,765	192,039
3200	Public Employees Retirement System (PERS)	1,325,533	1,343,958	1,343,958	1,392,850	1,123,282	269,568
3000	Other Employee Benefits	5,402,254	5,310,225	5,310,225	5,169,471	4,592,116	577,355
<b>Total for 3000:</b>	<b>Employee Benefits</b>	<b>8,653,155</b>	<b>8,566,386</b>	<b>8,566,386</b>	<b>8,492,125</b>	<b>7,453,163</b>	<b>1,038,962</b>
<hr/>							
4100	Textbooks	25,340	38,249	38,249	27,021	21,760	5,261
4200	Magazines / Periodicals	4,650	4,681	4,681	4,535	535	4,000
4300	Supplies (All categories)	587,844	809,898	809,898	619,079	433,744	185,334
4400	Food Supplies	35,525	52,123	52,123	44,333	26,309	18,024
<b>Total for 4000:</b>	<b>Supplies and Materials</b>	<b>653,359</b>	<b>904,951</b>	<b>904,951</b>	<b>694,967</b>	<b>482,348</b>	<b>212,619</b>

Object		2019 / 2020 COMBINED	2019 / 2020 COMBINED	2019 / 2020 Estimated	2020 / 2021 COMBINED	2020 / 2021 UNRESTRICTED	2020 / 2021 RESTRICTED
5200	Dues and Memberships	123,395	123,708	123,708	118,253	94,778	23,475
5300	Insurance	179,000	191,138	191,138	217,653	217,653	-
5400	Legal, Election & Audit Expenses	246,676	207,981	207,981	246,260	246,260	-
5500	Personal & Consulting Services	377,187	450,929	450,929	232,145	214,081	18,064
5600	Rents, Leases & Repairs	2,538,335	2,715,946	2,715,946	2,520,345	2,181,203	339,142
5700	Travel & Conference Expenses	369,344	452,247	452,247	309,636	208,877	100,759
5800	Utilities / Housekeeping Services	620,420	623,365	623,365	622,711	611,636	11,075
5900	Other Operating Expenses	823,728	952,417	906,161	639,059	565,627	73,433
<b>Total for 5000:</b>	<b>Operating Expenses and Services</b>	<b>5,278,085</b>	<b>5,717,731</b>	<b>5,671,475</b>	<b>4,906,062</b>	<b>4,340,115</b>	<b>565,947</b>
6100	Sites and Site Improvements	60,850	86,992	86,992	48,142	48,142	-
6200	Buildings	233,561	26,330	26,330	9,000	9,000	-
6300	Library Books and Materials	17,000	17,000	17,000	17,000	-	17,000
6400	Equipment	183,701	192,001	192,001	156,620	111,820	44,800
<b>Total for 6000:</b>	<b>Capital Outlay</b>	<b>495,112</b>	<b>322,323</b>	<b>322,323</b>	<b>230,762</b>	<b>168,962</b>	<b>61,800</b>
7100	Debt Retirement / Other Financing	101,000	101,000	101,000	101,000	101,000	-
7300	Transfers	399,000	399,000	399,000	399,000	399,000	-
7400	Other Interest / Long-Term Debt	832,637	832,637	832,637	798,601	50,000	748,601
7500	Student Financial Aid	963,475	789,251	789,251	783,020	-	783,020
7600	Other Student Aid	70,349	230,976	230,976	213,058	-	213,058
7900	Reserves / Contingencies	211,348	572,451	572,451	50,150	-	50,150
<b>Total for 7000:</b>	<b>Other Outgoing Expenditures</b>	<b>2,577,809</b>	<b>2,925,315</b>	<b>2,925,315</b>	<b>2,344,829</b>	<b>550,000</b>	<b>1,794,829</b>
		<b>35,752,760</b>	<b>36,593,507</b>	<b>36,547,251</b>	<b>33,891,934</b>	<b>27,653,164</b>	<b>6,238,770</b>

West Kern Community College District  
 2020 / 21 Preliminary Budget Summary  
 General Fund - Funds 11 & 12  
 President / Superintendent

Object Code	Description	2019 / 2020 COMBINED Adopted Budget	2019 / 2020 COMBINED Revised Budget	2019 / 2020 Estimated Actuals	2020 / 2021 COMBINED Budget	2020 / 2021 UNRESTRICTED Budget	2020 / 2021 RESTRICTED Budget	2019 / 2020 UNRESTRICTED Estimated Amounts	2019 / 2020 RESTRICTED Estimated Amounts	1x Funding Removed
1000	Academic Salaries	371,485	244,339	244,339	251,920	251,920	-	244,339	-	-
<b>Total for 1000: Academic Salaries</b>		<b>371,485</b>	<b>244,339</b>	<b>244,339</b>	<b>251,920</b>	<b>251,920</b>	<b>-</b>	<b>244,339</b>	<b>-</b>	<b>-</b>
2000	Classified Salaries	1,621,651	1,736,088	1,736,088	1,560,072	1,488,978	71,094	1,665,012	71,076	-
<b>Total for 2000: Classified Salaries</b>		<b>1,621,651</b>	<b>1,736,088</b>	<b>1,736,088</b>	<b>1,560,072</b>	<b>1,488,978</b>	<b>71,094</b>	<b>1,665,012</b>	<b>71,076</b>	<b>-</b>
3100	State Teachers Retirement System (STRS)	39,861	39,861	39,861	46,353	46,353	-	39,861	-	-
3200	Public Employees Retirement System (PERS)	396,809	396,809	396,809	352,458	336,320	16,138	382,025	14,784	-
3000	Other Employee Benefits	644,955	648,364	648,364	608,041	582,759	25,282	620,752	27,612	-
<b>Total for 3000: Employee Benefits</b>		<b>1,081,625</b>	<b>1,085,034</b>	<b>1,085,034</b>	<b>1,006,852</b>	<b>965,432</b>	<b>41,420</b>	<b>1,042,639</b>	<b>42,395</b>	<b>-</b>
4100	Textbooks	1,160	326	326	500	500	-	326	-	-
4200	Magazines / Periodicals	100	223	223	100	100	-	223	-	-
4300	Supplies (All categories)	29,538	29,547	29,547	30,152	27,855	2,297	27,250	2,297	-
4400	Food Supplies	6,000	6,700	6,700	8,000	8,000	-	6,700	-	-
<b>Total for 4000: Supplies and Materials</b>		<b>36,798</b>	<b>36,796</b>	<b>36,796</b>	<b>38,752</b>	<b>36,455</b>	<b>2,297</b>	<b>34,499</b>	<b>2,297</b>	<b>-</b>

Object	2019 / 2020 COMBINED	2019 / 2020 COMBINED	2019 / 2020 Estimated	2020 / 2021 COMBINED	2020 / 2021 UNRESTRICTED	2020 / 2021 RESTRICTED	2019 / 2020 UNRESTRICTED Estimated	2019 / 2020 RESTRICTED Estimated	1x Funding Removed
5200 Dues and Memberships	90,736	89,147	89,147	85,922	69,347	16,575	72,572	16,575	
5300 Insurance	-	-	-	-	-	-	-	-	
5400 Legal, Election & Audit Expenses	156,410	123,072	123,072	156,410	156,410	-	123,072	-	
5500 Personal & Consulting Services	76,115	106,259	106,259	64,525	64,525	-	106,259	-	
5600 Rents, Leases & Repairs	229,796	246,014	246,014	251,435	251,435	-	245,919	95	
5700 Travel & Conference Expenses	31,149	58,463	58,463	32,315	22,315	10,000	28,777	29,686	
5800 Utilities / Housekeeping Services	1,100	1,255	1,255	1,255	1,255	-	1,255	-	
5900 Other Operating Expenses	181,484	256,400	210,144	145,155	112,327	32,829	82,505	127,639	
<b>Total for 5000: Operating Expenses and Services</b>	<b>766,790</b>	<b>880,610</b>	<b>834,354</b>	<b>737,017</b>	<b>677,614</b>	<b>59,404</b>	<b>660,359</b>	<b>173,995</b>	-
6100 Sites and Site Improvements	-	-	-	-	-	-	-	-	
6200 Buildings	-	-	-	-	-	-	-	-	
6300 Library Books and Materials	-	-	-	-	-	-	-	-	
6400 Equipment	25,848	28,746	28,746	24,686	10,170	14,516	13,345	15,401	
<b>Total for 6000: Capital Outlay</b>	<b>25,848</b>	<b>28,746</b>	<b>28,746</b>	<b>24,686</b>	<b>10,170</b>	<b>14,516</b>	<b>13,345</b>	<b>15,401</b>	-
7100 Debt Retirement / Other Financing	-	-	-	-	-	-	-	-	
7300 Transfers	-	-	-	-	-	-	-	-	
7400 Other Interest / Long-Term Debt	832,637	-	-	-	-	-	-	-	
7500 Student Financial Aid	-	-	-	-	-	-	-	-	
7600 Other Student Aid	-	-	-	-	-	-	-	-	
7900 Reserves / Contingencies	-	28,947	28,947	-	-	-	-	28,947	
<b>Total for 7000: Other Outgoing Expenditures</b>	<b>832,637</b>	<b>28,947</b>	<b>28,947</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>28,947</b>	-
	<b>4,736,834</b>	<b>4,040,561</b>	<b>3,994,305</b>	<b>3,619,299</b>	<b>3,430,569</b>	<b>188,731</b>	<b>3,660,193</b>	<b>334,112</b>	-

West Kern Community College District  
 2020 / 21 Preliminary Budget Summary  
 General Fund - Funds 11 & 12  
 Instruction

Object Code	Description	2019 / 2020 COMBINED Adopted Budget	2019 / 2020 COMBINED Revised Budget	2019 / 2020 Estimated Actuals	2020 / 2021 COMBINED Budget	2020 / 2021 UNRESTRICTED Budget	2020 / 2021 RESTRICTED Budget	2019 / 2020 UNRESTRICTED Estimated Amounts	2019 / 2020 RESTRICTED Estimated Amounts	1x Funding Removed
1000	Academic Salaries	8,569,151	8,346,178	8,346,178	-	-	-	8,059,273	286,905	-
<b>Total for 1000: Academic Salaries</b>		<b>8,569,151</b>	<b>8,346,178</b>	<b>8,346,178</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,059,273</b>	<b>286,905</b>	<b>-</b>
2000	Classified Salaries	1,256,112	1,359,005	1,359,005	1,203,938	1,101,462	102,476	1,259,424	99,581	-
<b>Total for 2000: Classified Salaries</b>		<b>1,256,112</b>	<b>1,359,005</b>	<b>1,359,005</b>	<b>1,203,938</b>	<b>1,101,462</b>	<b>102,476</b>	<b>1,259,424</b>	<b>99,581</b>	<b>-</b>
3100	State Teachers Retirement System (STRS)	1,548,101	1,537,731	1,537,731	1,537,636	1,499,227	38,409	1,503,131	34,601	-
3200	Public Employees Retirement System (PERS)	212,826	216,501	216,501	259,421	214,271	45,150	178,784	37,717	-
3000	Other Employee Benefits	1,875,696	1,853,333	1,853,333	1,893,733	1,780,768	112,965	1,763,946	89,387	-
<b>Total for 3000: Employee Benefits</b>		<b>3,636,623</b>	<b>3,607,565</b>	<b>3,607,565</b>	<b>3,690,790</b>	<b>3,494,266</b>	<b>196,524</b>	<b>3,445,861</b>	<b>161,705</b>	<b>-</b>
4100	Textbooks	14,099	16,437	16,437	13,960	13,460	500	13,696	2,741	-
4200	Magazines / Periodicals	4,550	4,419	4,419	4,435	435	4,000	419	4,000	-
4300	Supplies (All categories)	231,396	438,768	438,768	269,066	170,966	98,100	170,204	268,565	-
4400	Food Supplies	8,740	11,573	11,573	12,759	9,259	3,500	9,573	2,000	-
<b>Total for 4000: Supplies and Materials</b>		<b>258,785</b>	<b>471,198</b>	<b>471,198</b>	<b>300,220</b>	<b>194,120</b>	<b>106,100</b>	<b>193,892</b>	<b>277,306</b>	<b>-</b>



Object	2019 / 2020	2019 / 2020	2019 / 2020	2020 / 2021	2020 / 2021	2020 / 2021	2019 / 2020	2019 / 2020	1x Funding
	COMBINED	COMBINED	Estimated	COMBINED	UNRESTRICTED	RESTRICTED	UNRESTRICTED	RESTRICTED	
	Estimated	Estimated					Estimated	Estimated	
5200 Dues and Memberships	6,505	5,803	5,803	5,172	5,172	-	5,684	120	
5300 Insurance	-	-	-	-	-	-	-	-	
5400 Legal, Election & Audit Expenses	2,085	2,085	2,085	2,085	2,085	-	2,085	-	
5500 Personal & Consulting Services	7,000	8,118	8,118	4,750	2,600	-	968	-	
5600 Rents, Leases & Repairs	1,702,918	1,716,820	1,716,820	1,675,671	1,533,111	2,150	1,533,828	182,992	
5700 Travel & Conference Expenses	116,097	126,399	123,836	59,248	41,738	17,510	96,887	26,949	(2,564.00)
5800 Utilities / Housekeeping Services	10,920	13,860	13,860	12,240	1,165	11,075	1,285	12,575	
5900 Other Operating Expenses	78,527	90,990	90,990	20,228	13,515	6,713	15,334	75,656	
<b>Total for 5000: Operating Expenses and Services</b>	<b>1,924,052</b>	<b>1,964,076</b>	<b>1,961,512</b>	<b>1,779,394</b>	<b>1,599,386</b>	<b>180,008</b>	<b>1,656,070</b>	<b>305,442</b>	<b>(2,564.00)</b>
6100 Sites and Site Improvements	-	-	-	-	-	-	-	-	
6200 Buildings	-	4,615	4,615	-	-	-	-	4,615	
6300 Library Books and Materials	17,000	17,000	17,000	17,000	-	17,000	-	17,000	
6400 Equipment	60,062	77,298	77,298	53,641	37,257	16,384	42,283	35,016	
<b>Total for 6000: Capital Outlay</b>	<b>77,062</b>	<b>98,913</b>	<b>98,913</b>	<b>70,641</b>	<b>37,257</b>	<b>33,384</b>	<b>42,283</b>	<b>56,631</b>	<b>-</b>
7100 Debt Retirement / Other Financing	-	-	-	-	-	-	-	-	
7300 Transfers	-	-	-	-	-	-	-	-	
7400 Other Interest / Long-Term Debt	-	832,637	832,637	748,601	-	748,601	-	832,637	
7500 Student Financial Aid	-	-	-	-	-	-	-	-	
7600 Other Student Aid	-	-	-	-	-	-	-	-	
7900 Reserves / Contingencies	25,188	71,263	71,263	-	-	-	-	71,263	
<b>Total for 7000: Other Outgoing Expenditures</b>	<b>25,188</b>	<b>903,900</b>	<b>903,900</b>	<b>748,601</b>	<b>-</b>	<b>748,601</b>	<b>-</b>	<b>903,900</b>	<b>-</b>
	<b>15,746,973</b>	<b>16,750,836</b>	<b>16,748,272</b>	<b>7,793,584</b>	<b>6,426,491</b>	<b>1,367,092</b>	<b>14,656,803</b>	<b>2,091,469</b>	<b>(2,564.00)</b>

West Kern Community College District  
 2020 / 21 Preliminary Budget Summary  
 General Fund - Funds 11 & 12  
 Student Services

Object Code	Description	2019 / 2020 COMBINED Adopted Budget	2019 / 2020 COMBINED Revised Budget	2019 / 2020 Estimated Actuals	2020 / 2021 COMBINED Budget	2020 / 2021 UNRESTRICTED Budget	2020 / 2021 RESTRICTED Budget	2019 / 2020 UNRESTRICTED Estimated Amounts	2019 / 2020 RESTRICTED Estimated Amounts	1x Funding Removed
1000	Academic Salaries	2,301,718	2,387,079	2,387,079	-	-	-	1,019,027	1,368,052	-
<b>Total for 1000: Academic Salaries</b>		<b>2,301,718</b>	<b>2,387,079</b>	<b>2,387,079</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,019,027</b>	<b>1,368,052</b>	<b>-</b>
2000	Classified Salaries	2,079,721	2,196,487	2,196,487	1,865,647	1,069,315	796,332	1,273,205	923,282	-
<b>Total for 2000: Classified Salaries</b>		<b>2,079,721</b>	<b>2,196,487</b>	<b>2,196,487</b>	<b>1,865,647</b>	<b>1,069,315</b>	<b>796,332</b>	<b>1,273,205</b>	<b>923,282</b>	<b>-</b>
3100	State Teachers Retirement System (STRS)	304,599	301,802	301,802	312,250	158,620	153,630	135,152	166,650	-
3200	Public Employees Retirement System (PERS)	436,494	462,870	452,870	476,632	267,752	208,280	265,569	187,300	-
3000	Other Employee Benefits	1,191,383	1,119,044	1,119,044	1,023,696	584,568	439,108	623,595	495,448	-
<b>Total for 3000: Employee Benefits</b>		<b>1,932,476</b>	<b>1,873,715</b>	<b>1,873,715</b>	<b>1,811,978</b>	<b>1,010,959</b>	<b>801,018</b>	<b>1,024,316</b>	<b>849,399</b>	<b>-</b>
4100	Textbooks	9,981	21,386	21,386	12,461	7,700	4,761	8,708	12,678	-
4200	Magazines / Periodicals	-	39	39	-	-	-	39	-	-
4300	Supplies (All categories)	186,925	195,120	195,120	177,430	106,620	70,810	104,406	90,714	-
4400	Food Supplies	19,535	33,100	33,100	22,824	8,300	14,524	8,526	24,574	-
<b>Total for 4000: Supplies and Materials</b>		<b>216,441</b>	<b>249,644</b>	<b>249,644</b>	<b>212,715</b>	<b>122,620</b>	<b>90,094</b>	<b>121,679</b>	<b>127,965</b>	<b>-</b>

Object	2019 / 2020 COMBINED	2019 / 2020 COMBINED	2019 / 2020 Estimated	2020 / 2021 COMBINED	2020 / 2021 UNRESTRICTED	2020 / 2021 RESTRICTED	2019 / 2020 UNRESTRICTED Estimated	2019 / 2020 RESTRICTED Estimated	1x Funding Removed
5200 Dues and Memberships	23,040	26,002	26,002	24,300	17,400	6,900	17,269	8,733	
5300 Insurance	-	-	-	-	-	-	-	-	
5400 Legal, Election & Audit Expenses	-	-	-	-	-	-	-	-	
5500 Personal & Consulting Services	154,059	202,439	202,439	25,914	10,000	15,914	10,000	192,439	
5600 Rents, Leases & Repairs	303,156	423,380	423,380	295,814	103,917	191,897	103,827	319,553	
5700 Travel & Conference Expenses	213,573	254,756	254,756	210,073	136,824	73,249	154,567	100,188	
5800 Utilities / Housekeeping Services	4,200	4,400	4,400	4,400	4,400	-	4,400	-	
5900 Other Operating Expenses	141,418	154,447	154,447	123,693	93,303	30,390	98,424	56,023	
<b>Total for 5000: Operating Expenses and Services</b>	<b>839,446</b>	<b>1,065,424</b>	<b>1,065,424</b>	<b>684,194</b>	<b>365,844</b>	<b>318,350</b>	<b>388,487</b>	<b>676,937</b>	-
6100 Sites and Site Improvements	-	-	-	-	-	-	-	-	
6200 Buildings	-	-	-	-	-	-	-	-	
6300 Library Books and Materials	-	-	-	-	-	-	-	-	
6400 Equipment	33,501	34,786	34,786	25,539	11,639	13,900	11,891	22,895	
<b>Total for 6000: Capital Outlay</b>	<b>33,501</b>	<b>34,786</b>	<b>34,786</b>	<b>25,539</b>	<b>11,639</b>	<b>13,900</b>	<b>11,891</b>	<b>22,895</b>	-
7100 Debt Retirement / Other Financing	95,000	95,000	95,000	95,000	95,000	-	95,000	-	
7300 Transfers	-	-	-	-	-	-	-	-	
7400 Other Interest / Long-Term Debt	-	-	-	-	-	-	-	-	
7500 Student Financial Aid	963,475	789,251	789,251	783,020	-	783,020	-	789,251	
7600 Other Student Aid	70,349	230,976	230,976	213,058	-	213,058	-	230,976	
7900 Reserves / Contingencies	91,257	201,210	201,210	-	-	-	-	201,210	
<b>Total for 7000: Other Outgoing Expenditures</b>	<b>1,220,081</b>	<b>1,316,437</b>	<b>1,316,437</b>	<b>1,091,078</b>	<b>95,000</b>	<b>996,078</b>	<b>95,000</b>	<b>1,221,437</b>	-
	<b>8,623,384</b>	<b>9,123,572</b>	<b>9,123,572</b>	<b>5,691,151</b>	<b>2,675,377</b>	<b>3,015,773</b>	<b>3,933,606</b>	<b>5,189,966</b>	-

West Kern Community College District  
 2020 / 21 Preliminary Budget Summary  
 General Fund - Funds 11 & 12  
 Administrative Services

Object Code	Description	2019 / 2020 COMBINED Adopted Budget	2019 / 2020 COMBINED Revised Budget	2019 / 2020 Estimated Actuals	2020 / 2021 COMBINED Budget	2020 / 2021 UNRESTRICTED Budget	2020 / 2021 RESTRICTED Budget	2019 / 2020 UNRESTRICTED Estimated Amounts	2019 / 2020 RESTRICTED Estimated Amounts	1x Funding Removed
1000	Academic Salaries	215,308	215,308	215,308	-	-	-	215,308	-	-
<b>Total for 1000: Academic Salaries</b>		<b>215,308</b>	<b>215,308</b>	<b>215,308</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>215,308</b>	<b>-</b>	<b>-</b>
2000	Classified Salaries	1,680,093	1,672,319	1,672,319	1,497,626	1,497,626	-	1,672,319	-	-
<b>Total for 2000: Classified Salaries</b>		<b>1,680,093</b>	<b>1,672,319</b>	<b>1,672,319</b>	<b>1,497,626</b>	<b>1,497,626</b>	<b>-</b>	<b>1,672,319</b>	<b>-</b>	<b>-</b>
3100	State Teachers Retirement System (STRS)	32,808	32,808	32,808	33,565	33,565	-	32,808	-	-
3200	Public Employees Retirement System (PERS)	279,404	277,778	277,778	304,939	304,939	-	277,778	-	-
3000	Other Employee Benefits	1,690,220	1,689,485	1,689,485	1,644,001	1,644,001	-	1,689,485	-	-
<b>Total for 3000: Employee Benefits</b>		<b>2,002,432</b>	<b>2,000,071</b>	<b>2,000,071</b>	<b>1,982,505</b>	<b>1,982,506</b>	<b>-</b>	<b>2,000,071</b>	<b>-</b>	<b>-</b>
4100	Textbooks	100	100	100	100	100	-	100	-	-
4200	Magazines / Periodicals	-	-	-	-	-	-	-	-	-
4300	Supplies (All categories)	139,985	146,462	146,462	142,431	128,303	14,128	133,345	13,116.86	-
4400	Food Supplies	1,250	750	750	750	750	-	750	-	-
<b>Total for 4000: Supplies and Materials</b>		<b>141,335</b>	<b>147,312</b>	<b>147,312</b>	<b>143,281</b>	<b>129,153</b>	<b>14,128</b>	<b>134,195</b>	<b>13,116.86</b>	<b>-</b>

Object	2019 / 2020 COMBINED	2019 / 2020 COMBINED	2019 / 2020 Estimated	2020 / 2021 COMBINED	2020 / 2021 UNRESTRICTED	2020 / 2021 RESTRICTED	2019 / 2020 UNRESTRICTED Estimated	2019 / 2020 RESTRICTED Estimated	1x Funding Removed
5200 Dues and Memberships	3,114	2,756	2,756	2,859	2,859	-	2,756	-	
5300 Insurance	179,000	191,138	191,138	217,653	217,653	-	191,138	-	
5400 Legal, Election & Audit Expenses	88,181	82,824	82,824	87,765	87,765	-	82,824	-	
5500 Personal & Consulting Services	140,013	134,113	134,113	136,956	136,956	-	134,113	-	
5600 Rents, Leases & Repairs	302,465	329,733	329,733	297,425	292,740	4,685	325,048	4,685.00	(37,055.00)
5700 Travel & Conference Expenses	8,525	12,628	12,628	8,000	8,000	-	12,628	-	
5800 Utilities / Housekeeping Services	604,200	603,850	603,850	604,816	604,816	-	603,850	-	
5900 Other Operating Expenses	422,298	450,579	450,579	349,983	346,482	3,501	388,417	62,161	
<b>Total for 5000: Operating Expenses and Services</b>	<b>1,747,796</b>	<b>1,807,621</b>	<b>1,807,621</b>	<b>1,705,457</b>	<b>1,697,271</b>	<b>8,186</b>	<b>1,740,774</b>	<b>66,846</b>	<b>(37,055.00)</b>
6100 Sites and Site Improvements	60,850	86,992	86,992	48,142	48,142	-	86,992	-	(42,850.00)
6200 Buildings	233,561	21,715	21,715	9,000	9,000	-	21,715	-	(10,890.00)
6300 Library Books and Materials	-	-	-	-	-	-	-	-	-
6400 Equipment	64,290	51,171	51,171	52,754	52,754	-	51,171	-	-
<b>Total for 6000: Capital Outlay</b>	<b>358,701</b>	<b>159,878</b>	<b>159,878</b>	<b>109,896</b>	<b>109,896</b>	<b>-</b>	<b>159,878</b>	<b>-</b>	<b>(53,740.00)</b>
7100 Debt Retirement / Other Financing	6,000	6,000	6,000	6,000	6,000	-	6,000	-	-
7300 Transfers	399,000	399,000	399,000	399,000	399,000	-	399,000	-	-
7400 Other Interest / Long-Term Debt	-	-	-	50,000	50,000	-	-	-	-
7500 Student Financial Aid	-	-	-	-	-	-	-	-	-
7600 Other Student Aid	-	-	-	-	-	-	-	-	-
7900 Reserves / Contingencies	94,903	271,030	271,030	50,150	-	50,150	-	271,030	-
<b>Total for 7000: Other Outgoing Expenditures</b>	<b>499,903</b>	<b>676,030</b>	<b>676,030</b>	<b>505,150</b>	<b>455,000</b>	<b>50,150</b>	<b>405,000</b>	<b>271,030</b>	<b>-</b>
	<b>6,645,568</b>	<b>6,678,538</b>	<b>6,678,538</b>	<b>5,943,915</b>	<b>5,871,452</b>	<b>72,464</b>	<b>6,327,545</b>	<b>350,993</b>	<b>(90,795.00)</b>

**WEST KERN COMMUNITY COLLEGE DISTRICT**  
**2020 / 21 Preliminary Budget Summary**

**Fund 31: Bookstore Enterprise Fund**

Fund	Description	2019 / 2020 Adopted Budget	2019 / 2020 Revised Budget	2019 / 2020 Estimated Amounts	2020 / 2021 Budgeted Amounts
8000	Revenue	2,177,092	2,177,092	2,177,092	2,198,007
<b>Total for Fund 31:</b>	<b>Bookstore Enterprise Fund Revenue</b>	<b>2,177,092</b>	<b>2,177,092</b>	<b>2,177,092</b>	<b>2,198,007</b>
1000	Academic Salaries	10,053	10,053	10,053	10,134
2000	Classified Salaries	201,518	201,518	201,518	201,704
3000	Employee Benefits	99,556	99,556	99,556	114,990
4000	Supplies & Materials	626,175	605,744	605,744	618,894
5000	Operating Expenses and Services	172,790	183,221	183,221	181,806
6000	Capital Outlay	1,007,000	1,017,000	1,017,000	1,010,479
7000	Other Outgoing Expenditures	60,000	60,000	60,000	60,000
<b>Total for Fund 31:</b>	<b>Bookstore Enterprise Fund Expenditures</b>	<b>2,177,092</b>	<b>2,177,092</b>	<b>2,177,092</b>	<b>2,198,007</b>

**Fund 32: Cafeteria Enterprise Fund**

Fund	Description	2019 / 2020 Adopted Budget	2019 / 2020 Revised Budget	2019 / 2020 Estimated Amounts	2020 / 2021 Budgeted Amounts
8000	Revenue	1,111,067	1,111,067	1,111,067	1,111,067
<b>Total for Fund 32:</b>	<b>Cafeteria Enterprise Fund Revenue</b>	<b>1,111,067</b>	<b>1,111,067</b>	<b>1,111,067</b>	<b>1,111,067</b>
1000	Academic Salaries	10,053	10,053	10,053	10,134
2000	Classified Salaries	384,156	383,982	383,982	412,491
3000	Employee Benefits	214,932	214,932	214,932	229,938
4000	Supplies & Materials	481,200	478,242	478,242	434,830
5000	Operating Expenses and Services	15,726	18,201	18,201	18,018
6000	Capital Outlay	5,000	5,656	5,656	5,656
7000	Other Outgoing Expenditures	-	-	-	-
<b>Total for Fund 32:</b>	<b>Cafeteria Enterprise Fund Expenditures</b>	<b>1,111,067</b>	<b>1,111,067</b>	<b>1,111,067</b>	<b>1,111,067</b>

**Fund 33: Child Development Center Fund**

<u>Fund</u>	<u>Description</u>	<u>2019 / 2020 Adopted Budget</u>	<u>2019 / 2020 Revised Budget</u>	<u>2019 / 2020 Estimated Amounts</u>	<u>2020 / 2021 Budgeted Amounts</u>
8000	Revenue	1,993,163	1,861,723	1,861,723	2,034,321
<b>Total for Fund 33:</b>	<b>Child Development Center Fund Revenue</b>	<b>1,993,163</b>	<b>1,861,723</b>	<b>1,861,723</b>	<b>2,034,321</b>
1000	Academic Salaries	35,971	35,971	35,971	37,163
2000	Classified Salaries	1,005,014	929,960	929,960	991,261
3000	Employee Benefits	591,141	569,594	569,594	627,648
4000	Supplies & Materials	176,256	126,217	126,217	109,426
5000	Operating Expenses and Services	173,380	171,721	171,721	268,823
6000	Capital Outlay	-	22,759	22,759	-
7000	Other Outgoing Expenditures	11,401	5,502	5,502	-
<b>Total for Fund 33:</b>	<b>Child Development Center Fund Expenditures</b>	<b>1,993,163</b>	<b>1,861,723</b>	<b>1,861,723</b>	<b>2,034,321</b>

**Fund 35: Dormitory Fund**

<u>Fund</u>	<u>Description</u>	<u>2019 / 2020 Adopted Budget</u>	<u>2019 / 2020 Revised Budget</u>	<u>2019 / 2020 Estimated Amounts</u>	<u>2020 / 2021 Budgeted Amounts</u>
8000	Revenue	1,201,919	1,201,919	1,201,919	1,459,512
<b>Total for Fund 35:</b>	<b>Dormitory Fund Revenue</b>	<b>1,201,919</b>	<b>1,201,919</b>	<b>1,201,919</b>	<b>1,459,512</b>
1000	Academic Salaries	-	-	-	-
2000	Classified Salaries	91,163	91,163	91,163	94,626
3000	Employee Benefits	52,220	52,220	52,220	53,598
4000	Supplies & Materials	27,515	24,174	24,174	24,427
5000	Operating Expenses and Services	107,133	114,573	114,573	113,172
6000	Capital Outlay	834,293	830,194	830,194	1,084,094
7000	Other Outgoing Expenditures	89,595	89,595	89,595	89,595
<b>Total for Fund 35:</b>	<b>Dormitory Fund Expenditures</b>	<b>1,201,919</b>	<b>1,201,919</b>	<b>1,201,919</b>	<b>1,459,512</b>

**Fund 36: Parking Fund**

<u>Fund</u>	<u>Description</u>	<u>2019 / 2020 Adopted Budget</u>	<u>2019 / 2020 Revised Budget</u>	<u>2019 / 2020 Estimated Amounts</u>	<u>2020 / 2021 Budgeted Amounts</u>
8000	Revenue	16,000	16,000	16,000	47,538
<b>Total for Fund 36:</b>	<b>Parking Fund Revenue</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>47,538</b>
1000	Academic Salaries	-	-	-	-
2000	Classified Salaries	-	-	-	-
3000	Employee Benefits	-	-	-	-
4000	Supplies & Materials	1,000	1,250	1,250	1,250
5000	Operating Expenses and Services	-	-	-	-
6000	Capital Outlay	15,000	14,750	14,750	46,288
7000	Other Outgoing Expenditures	-	-	-	-
<b>Total for Fund 36:</b>	<b>Parking Fund Expenditures</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>	<b>47,538</b>

**Fund 39: Transition to Independent Living Fund**

<u>Fund</u>	<u>Description</u>	<u>2019 / 2020 Adopted Budget</u>	<u>2019 / 2020 Revised Budget</u>	<u>2019 / 2020 Estimated Amounts</u>	<u>2020 / 2021 Budgeted Amounts</u>
8000	Revenue	2,167,667	2,163,413	2,163,413	1,979,739
<b>Total for Fund 39:</b>	<b>Transition to Independent Living Fund Revenue</b>	<b>2,167,667</b>	<b>2,163,413</b>	<b>2,163,413</b>	<b>1,979,739</b>
1000	Academic Salaries	-	-	-	-
2000	Classified Salaries	1,325,453	1,306,515	1,306,515	1,140,699
3000	Employee Benefits	548,348	545,690	545,690	545,118
4000	Supplies & Materials	28,000	30,945	30,945	27,955
5000	Operating Expenses and Services	264,366	275,667	275,667	265,967
6000	Capital Outlay	1,500	4,595	4,595	-
7000	Other Outgoing Expenditures	-	-	-	-
<b>Total for Fund 39:</b>	<b>Transition to Independent Living Fund Expenditures</b>	<b>2,167,667</b>	<b>2,163,413</b>	<b>2,163,413</b>	<b>1,979,739</b>



**Fund 43: Restricted Purpose Fund**

<u>Fund</u>	<u>Description</u>	<u>2019 / 2020 Adopted Budget</u>	<u>2019 / 2020 Revised Budget</u>	<u>2019 / 2020 Estimated Amounts</u>	<u>2020 / 2021 Budgeted Amounts</u>
8000	Revenue	1,885,900	1,885,900	1,885,900	1,885,900
<b>Total for Fund 43:</b>	<b>Restricted Purpose Fund Revenue</b>	<b>1,885,900</b>	<b>1,885,900</b>	<b>1,885,900</b>	<b>1,885,900</b>
1000	Academic Salaries	-	-	-	-
2000	Classified Salaries	-	-	-	-
3000	Employee Benefits	-	-	-	-
4000	Supplies & Materials	-	-	-	-
5000	Operating Expenses and Services	-	-	-	-
6000	Capital Outlay	-	-	-	-
7000	Other Outgoing Expenditures	1,885,900	1,885,900	1,885,900	1,885,900
<b>Total for Fund 43:</b>	<b>Restricted Purpose Fund Expenditures</b>	<b>1,885,900</b>	<b>1,885,900</b>	<b>1,885,900</b>	<b>1,885,900</b>

Date: June 25, 2020  
Submitted by: Dr. Leslie Minor  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Request for Approval

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Board Meeting Date: July 8, 2020

Title of Board Item:

2020-21 Contract Education Agreement between WESTEC and WKCCD

Background:

This is a continuation of the current agreement with Westside Energy Services Training and Education Center (WESTEC). In the 2019-20 academic year, our partnership with WESTEC generated full-time equivalent students (FTES) and helped us achieve our goals while meeting the needs of students and employers.

Terms (if applicable):

July 1, 2020 - June 30, 2021


Expense (if applicable):

N/A

Fiscal Impact Including Source of Funds (if applicable):

The college contracts with WESTEC for programs listed in the agreement for 300-400 FTES per year. The cost and revenue outlined with the agreement are reflected in the 2020-2021 budget.

Approved: \_\_\_\_\_



Dr. Debra Daniels, Superintendent/President

**WESTEC/WKCCD  
2020-2021 CONTRACT EDUCATION AGREEMENT**

THIS AGREEMENT is made and entered into by and between the WEST KERN COMMUNITY COLLEGE DISTRICT ("WKCCD") and WESTSIDE ENERGY SERVICES TRAINING AND EDUCATION CENTER ("WESTEC").

**1. Authority, Purpose and Scope**

This Agreement is entered into pursuant to Education Code Section 78020, et seq., and relates to the provision of instruction and other services by WKCCD and WESTEC from July 1, 2020 to June 30, 2021.

**2. Instructional Programs and Classes to be Provided**

WESTEC will provide credit instruction and related services for each of the following WKCCD programs and classes:

- a. Industrial Health and Safety (IHS) program
- b. Criminal Justice Administration (CJA) program
- c. Court Reporting program
- d. Petroleum Technology program (including related Safety programs)
- e. Any other mutually agreed upon classes

**3. Services and Service Locations**

For each of these programs and agreed upon classes:

- a. WESTEC will provide the services of qualified instructors to teach specified courses offered by WKCCD, administrative supervision for that instruction, record keeping and other administrative services pertaining to the granting of college credit to students enrolled in these classes.
- b. WKCCD will provide all instructors with a copy of the Faculty Handbook that outlines instructional processes, such as evaluations, curriculum development activities, departmental meetings, program reviews, student learning outcomes (SLO) and assessments, and guest speaker procedures. WESTEC will ensure all processes and procedures are followed and completed as outlined in the Faculty Handbook.
- c. WKCCD will provide administrative and academic supervision for instruction carried out by WESTEC employees and record keeping and other administrative services pertaining to the granting of college credit to students enrolled in the classes.
- d. The services specified above will be provided at the WKCCD facilities located at 5801 E. Lerdo Highway, Shafter, California or at other locations mutually agreed to by WKCCD and WESTEC.

4. Costs and Reimbursements

- a. WKCCD will reimburse WESTEC at a rate of \$6.83 per contact hour generated by enrollment under this agreement, less enrollment fees. This instructional reimbursement will be within a range of 300-400 FTES for this contract period unless mutually agreed upon. WESTEC will invoice WKCCD weekly for instructional hours completed, and WESTEC will provide WKCCD with weekly enrollment tracking reports and analyses.
- b. WESTEC will pay all other expenses related to operating the facilities, such as water, minor repairs, custodial and non-instructional supplies and equipment.
- c. WESTEC shall notify WKCCD of any or all major repairs needed or health and safety concerns related to grounds and facilities located at 5801 E. Lerdo Highway, Shafter, California or at other locations mutually agreed to by WKCCD and WESTEC.

5. Facilities/Equipment Use, Indemnification and Release of Claims

- a. WESTEC will permit WKCCD to use WESTEC owned, leased or loaned equipment when not otherwise in use by WESTEC, subject to the conditions specified below
- b. To the extent permitted by law, each party (WKCCD/WESTEC) mutually agrees to defend, indemnify and hold the other party (WESTEC/WKCCD) harmless against any claims, costs, expenses, attorney fees, lawsuits, judgments or other losses occurring in connection with or in any way incident to its use of the equipment and/or facilities except for liability resulting from gross negligence or willful misconduct of its officers, employees, agents or its independent contractors who are directly employed.
- c. Each party agrees to maintain General Liability in the amount of \$10,000,000 where the other party shall be named as an additional insured party; each party shall provide to the other party a certificate of insurance evidencing the required coverage hereunder.
- d. To the extent permitted by law, each party agrees to release any and all claims, demands, liens, causes of action whether in law or equity it may have at any time against the other party, its agents and/or employees arising for any reason whatsoever out of its use of said equipment and facilities.

6. The addresses for delivery of any notice required under this agreement are as follows:

West Kern Community College District  
29 Cougar Court  
Taft, CA 93268

Westside Energy Services Training & Education Center  
5801 E. Lerdo Hwy  
Shafter, CA 93263

Executed in Taft, California on the date shown below:

**WKCCD**

**WESTEC**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

Date: June 25, 2020  
Submitted by: Dr. Debra Daniels, Superintendent/President  
Area Administrator: Dr. Debra Daniels, Superintendent/President  
Subject: Request for Ratification

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**Board Meeting Date:** July 8, 2020

**Title of Board Item:**

Agreement with Gilbert "Gil" Garcia - Grant Writing for Transition to Independent Living Program

**Background:**

Gil Garcia, a trained and experienced grant writer, is working as an independent contractor to prepare a written federal grant and, upon approval from TIL Director Aaron Markovits, will submit the grant and documentation no later than one day prior to the due date.

**Terms (if applicable):**

June 1, 2020 - July 31, 2020

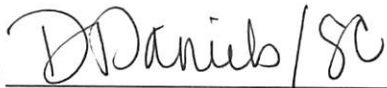
**Expense (if applicable):**

\$12,000.00 (Invoiced after grant submission)

**Fiscal Impact Including Source of Funds (if applicable):**

This expense is included in the TIL Foundation funds.

Approved: \_\_\_\_\_



Dr. Debra Daniels, Superintendent/President

**WEST KERN COMMUNITY COLLEGE DISTRICT  
CONTRACT FOR PROFESSIONAL SERVICES**

This agreement is entered into by and between the WEST KERN COMMUNITY COLLEGE DISTRICT (“District”) and Gilbert “Gil” Garcia (“Independent Contractor”). The agreement is effective June 1<sup>th</sup>, 2020.

**Recitals**

1. District desires to obtain the services of a grant writer especially trained and experienced in rendering the following services: writing a federal grant for the Transition to Independent Living Program. (and as may be more particularly described in paragraph 3 of terms below).
2. Independent Contractor is an Independent Contractor especially trained and experienced in providing the services described in recital #1 above.
3. The parties have agreed that the Independent Contractor will provide the personal professional services as specified in this Agreement as an Independent Contractor, as available, and not as an employee of the District.

**Terms**

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Recitals Approved.** The above recitals are true and correct.
2. **Length of Agreement.** Independent Contractor shall provide the services July 31<sup>st</sup>, 2020.
3. **Services to be Provided.** The services to be provided to the District by the Independent Contractor include but are not necessarily limited to the following:
  1. Complete all documentation required by funding source in time to compete for federal funds.
  2. Write Project Abstract and Project Narrative. Complete all required attachments, including budget forms required.
  3. Obtain approval for all documentation from the TIL Program Director prior to submission.
  4. Submit all documentation through online portal prescribed by RFP at least one day prior to the due date.
  5. Other tasks as assigned by the District that are needed in order to submit a complete grant application.

4. **Compensation.** Independent Contractor shall be paid the sum of \$12,000 and invoice the District after the grant has been submitted.
  
5. **Hold Harmless Agreement.** Any amounts paid under this Agreement constitute the total compensation for all services rendered by Independent Contractor. The Independent Contractor agrees to pay all Social Security and other income taxes which may accrue by reason of this Agreement, and to indemnify, defend, and hold the District, its officers, agents, and employees harmless from all claims, penalties, damages, liabilities, costs, and expenses including attorney fees, related to Independent Contractor's failure to pay these and similar obligations. Further, since Independent Contractor is acting solely in an Independent Contractor capacity, the Independent Contractor and its staff will not be entitled to and shall not by reason of this Independent Contractor arrangement receive any employee benefits from the District.
  
6. **Monthly Service Report.** Upon request, Independent Contractor shall submit a monthly service report in writing to the District which shall include a diary showing days and service rendered.
  
7. **Travel Expenses/Mileage Reimbursement.** The District shall not reimburse Independent Contractor for travel expenses/mileage.
  
8. **Standards of Ethical Conduct and Confidentiality.** Standards of ethical conduct and confidentiality shall be maintained, and Independent Contractor will not engage in inappropriate contacts or professional conflicts of interest.
  
9. **Earlier Termination.** Either Party may terminate this Agreement upon providing 15 days prior written notice of such termination.

Executed at Taft, California, on the dates shown below.

Date of West Kern Community College District Board Approval:

\_\_\_\_\_

West Kern Community College District:

Independent Contractor:

By: Dr. Debra Daniels

By: Gilbert Garcia



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

## BOARD AGENDA ITEM

**Date:** June 18, 2020  
**Submitted by:** Xiaohong Li, Interim Executive Director of Information Technology Services  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** July 8, 2020

**Title of Board Item:**

ITSavvy LLC - CommVault Software Support Renewal, Quote #3372418

**Background:**

The CommVault software is used to back up and safeguard the District's data. It also allows for the restoration of data in the event of a disaster. This license renewal provides access to newer versions of the software as well as Monday through Friday (7am-7pm) call in support.

**Terms (if applicable):**

Annual maintenance renewal will be effective from September 1, 2020 - August 31, 2021

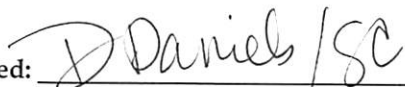
**Expense (if applicable):**

Total cost of the annual renewal contract is \$11,258.47

**Fiscal Impact Including Source of Funds (if applicable):**

This cost is included in the Information Technology Services budget.

Approved: \_\_\_\_\_



Dr. Debra Daniels, Superintendent/President





ITsavvy LLC  
 2000 NW 87th Avenue, Suite 216  
 Miami, FL 33172  
 www.ITsavvy.com

Quote Details	
Quote #:	3372418
Date:	06/18/2020
Payment Method:	Net 30 Days
Client PO#:	
Cost Center:	
Shipping Method:	Ground

**Bill To:**  
 ACCT #: 539767  
 Taft College  
 Accounts Payable  
 29 Emmons Park Drive  
 Taft, CA 93268  
 United States  
 661-763-7915

**Ship To:**  
 Taft College  
 Andrew Prestage  
 29 Cougar Ct  
 Taft, CA 93268-2329  
 United States  
 661-763-7846

**Client Contact:**  
 Gustavo Gonzalez  
 (P) 661-763-7924  
 gusgonzalez@taftcollege.edu

**Client Executive:**  
 Manuel Pardo-Sanchez  
 (P) 786.204.3603  
 (F) 630.396.6322  
 mpardo@ITsavvy.com

**Description:** CommVault Software Renewal - Standard Support - 1 year

Item Description	Part #	Tax	Qty	Unit Price	Total
1 CommVault Software Support CommVault Software Standard Support Coverage:(7 am - 7 pm, Mon - Fri, no holidays)	21914790	Y	1	\$10,497.41	\$10,497.41
				Subtotal:	\$10,497.41
				Shipping:	\$0.00
				Tax (7.25%):	\$761.06
				<b>TOTAL:</b>	<b>\$11,258.47</b>

**Notes From Your Client Executive**

New Term Date:9/1/2020 - 8/31/2021

Would need to process the order a few Business days prior for manufactures internal needs and to avoid any lapse of coverage .

ITsavvy is always looking to deliver the lowest cost possible to our clients. This results in fluctuating prices that you will find are lower more often than not. However, prices are subject to increases without notice in the event of a manufacturer or distributor price increase. Available inventory is subject to change without notice. This document is a quotation only and is not an order or offer to sell.

We do accept credit cards for payment. However, if the credit card is provided after the order has been invoiced there will be a charge of 3% of the total purchase.

Unless specifically listed above, these prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, or any cables or cabling services or material.

All non-recurring services are 50% due upon signing of contract, 40% due upon delivery of equipment, balance due upon install.

ITsavvy's General Terms and Conditions of Sale, which can be found at [www.ITsavvy.com/termsandconditions](http://www.ITsavvy.com/termsandconditions), shall apply to and are incorporated into all agreements with Client, including all Orders.

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: June 29, 2020

Submitted by: Marianne Castano Bishop, Director of Distance Education

Area Administrator: Dr. Leslie Minor, VP of Instruction

Subject: Request for Approval

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Board Meeting Date: July 8, 2020

Title of Board Item:

Continuation of Subscription to Turnitin Feedback Studio

Background:

Approval is requested for continued participation in the Community College League of California (CCLC) consortium Turnitin software purchasing agreement. Turnitin is a software that checks student papers for originality, provides digital grading tools, and streams web-based peer reviews.

Terms (if applicable):

August 1, 2020 - July 31, 2021

Expense (if applicable):

\$9,491.90

Fiscal Impact Including Source of Funds (if applicable):

This renewal is a Computer License Fee that is included in the 2020-21 Distance Learning budget.

Approved:   
Dr. Debra Daniels, Superintendent/President



2020 SUBSCRIPTION FORM FOR TURNITIN FEEDBACK STUDIO  
Coordinated by Community College League of California

2020 Price: \$2.90/Credit FTES + \$1,050/Campus

College Name (or District Name if purchasing as a District): Taft College

Price: \$9,491.90. Note that your college's price can be found here (Column E).

Invoice before July 1, 2020

Invoice after July 1, 2020

**Subscription:**

Subscribe for one year

Subscribe for two years (pre-pay, price locked)

Subscribe for three years (pre-pay, price locked)

**Training (optional):**

We wish to add an Implementation

We wish to add an Online Training

We wish to add an Onsite Workshop

**Signature (of person authorized to commit for purchase):**

Leslie Minor

6/29/2020

Name-signature

Date

Leslie Minor, Ph.D.

VP for Instruction

Name-printed

Title

**Turnitin Administrator:**

Marianne C. Bishop, Ed.D.

Director, Distance  
Education

Name-printed

Title

mbishop@taftcollege.edu

(661) 763-7945

Email address

Phone

Once orders have been placed, subscriptions may not be withdrawn. EMAIL this form to [jwiser@ccleague.org](mailto:jwiser@ccleague.org). Deadline is June 25, 2020. All payments will be made to CCLC.



**Training Descriptions:**

Type	Cost	Description	Length
Implementation	\$1500	For those interested in additional support when newly adopting or making a change in delivery (integrating for the first time or changing integration or LMS). Includes: Administrator configuration and training in delivery environment (web/LMS) (60-minutes).	Admin training is 1-hour, online, recorded and shared w/ administrator
Online Training	\$500	90 minutes of instruction in creating an assignment with Turnitin, settings, reviewing a report, feedback tools, and the student experience. 30 minutes reserved for Q&A or additional topics including PeerMark, Rubric Creation, QuickMark Library Management, etc.	Maximum 2 hours, online, recorded and shared with institution or district
Onsite Workshop	\$3500	6 hours of instruction time to provide workshop-style sessions. Can be broken into smaller sessions throughout the day for multiple groups or to cover specific types of users including trainers, support, instructors, etc.	Maximum 6 hours, on campus, max attendance may apply, variations in audience available

**Additional Subscription Option:**

An optional offering will be for TFS Originality. The pricing per institution would be an additional 10% or \$3.19 per FTE. The TFS Originality Service offers the full spectrum of Academic Integrity coverage on their current platform, addressing everything from simple citation errors and plagiarism detection all the way up to identification of academic fraud through our authorship detection tools. Their tools use deep document metadata and forensic language analysis to help flag possible work created by Papermills writing essays for students or the hiring of a third party to ghostwrite an assignment. To place an order for TFS Originality, please check the following \_\_\_\_\_.

- The Service shall include unlimited submissions of papers, unlimited classes and unlimited Similarity Reports for the Term.
- All subscribing institutions have access to complimentary support 7 days a week\*:  
Phone: 866-816-5046 ext. 241 (administrators only)  
Web: [http://www.turnitin.com/en\\_us/support](http://www.turnitin.com/en_us/support)  
Email: [tiisupport@turnitin.com](mailto:tiisupport@turnitin.com)

\*First response turnaround times for support tickets are typically within 24 hours after receipt. Response times may be longer during peak times and for requests that require additional engineering support or other subject matter expert involvement.

Once orders have been placed, subscriptions may not be withdrawn. EMAIL this form to [jwiser@cclleague.org](mailto:jwiser@cclleague.org). Deadline is June 25, 2020. All payments will be made to CCLC.

## BOARD AGENDA ITEM

**Date:** June 17, 2020  
**Submitted by:** Xiaohong Li, Interim Executive Director of Information Technology Services  
**Area Administrator:** Dr. Debra Daniels, Superintendent/President  
**Subject:** Request for Approval

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**Board Meeting Date:** July 8, 2020

**Title of Board Item:**

GT Software NetCOBOL Maintenance Renewal, Quote #00013787

**Background:**

GT Software NetCOBOL is used for compiling the Banner software on District Servers.

**Terms (if applicable):**

Annual maintenance renewal will be effective from September 1, 2020 – August 31, 2021

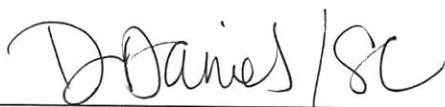
**Expense (if applicable):**

Total cost of the annual renewal contract is \$2,376.00

**Fiscal Impact Including Source of Funds (if applicable):**

This cost is included in the Information Technology Services budget.

Approved: \_\_\_\_\_



Dr. Debra Daniels, Superintendent/President



6255 Barfield Road, Suite 200  
 Atlanta, GA 30328  
 USA

**GT Software Quote**

Quote Number 00013787  
 Quote Date 6/17/2020

Payment Terms: Net 30 days  
 Quote Expiration 8/31/2020

**Customer/Contact Information**

Contact Dana Hicks  
 Email dhicks@taftcollege.edu  
 Phone (661) 763-7939

Bill To Taft College  
 Emmons Park Drive to 29 Cougar Court  
 Taft, CA 93268  
 USA

Prepared by Cari Roberts, Sales Administrator  
croberts@gtsoftware.com  
 (O) (404) 303-3237  
 (F) (404) 973-3581

Ship To Taft College  
 Emmons Park Drive to 29 Cougar Court  
 Taft, CA 93268  
 United States

Customer Number 0024580

Part Number	Product Description	Sales Price	Net Price	Quantity	Total Price
LNCXE000RN0D-D	NetCOBOL for Linux x64 Enterprise - per developer - Renew Maintenance/support	\$792.00	792.00	3.00	\$2,376.00
<b>Grand Total</b>					<b>\$2,376.00</b>

Listed Enhancement and Support begins on 9/1/2020 and ends on 8/31/2021.

GT Software is setup for Electronic Invoicing. Please provide your preferred Account's Payable/Finance email address in order for us to make sure the invoice is sent to the correct contact.

**Customer Acceptance**

Acceptance of this Order in any form (including its signature below, and/or the issuance of a purchase order) shall constitute Customer's acknowledgement and acceptance of this order. Please email to 'Prepared by' contact above or mail to: GT Software 6255 Barfield Rd. Suite 200, Atlanta, GA 30328

By: \_\_\_\_\_ Title: \_\_\_\_\_  
 Authorized Signature

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Special Provisions and Notes**

Please reference this Quote Number when placing a Purchase Order to ensure prompt handling and delivery of your license key (via download).

Items will be delivered electronically via download.

Unless otherwise agreed to in writing by GT Software, this quote is only valid through the stated expiration date.

Sales Tax will be added to this quote as applicable.

(1) The price quoted is exclusive of any taxes which may be applicable. (2) Please reference this Quote Number when



6255 Barfield Road, Suite 200  
Atlanta, GA 30328  
USA

placing a Purchase Order to ensure prompt handling and delivery of your license key (via download). (3) Purchased Enhancement and Support is provided according to the terms in the following link <https://www.gtsoftware.com/maintenancepolicies/>.

**Taft College Check Register Report**

**01-June-20 through 30-June-20**

**FY 19-20**

78047998	06/03/2020	A00318138	African American Publishing	I0061969	9291	12477	203	6310	61200	381.00	
78047999	06/03/2020	A00200040	American Business Machines	I0062009	513469	12000	303	5641	64300	144.20	
78048000	06/03/2020	A00272600	Beard Family Trust	I0062002	JUN 20	12560	223	5610	09565	3,500.00	
78048001	06/03/2020	A00200773	Beasley, Michelle A.	I0061972	022020	11000	210	4311	13053	660.32	
78048002	06/03/2020	A00015850	Berry, Wendy J.	I0061983	013120	11000	209	4310	04014	332.82	
						11000	209	6415	04014	36.99	
						11000	209	4311	04014	49.35	
78048003	06/03/2020	A00200107	Bright House Networks	I0061966	051520	39000	314	5830	64991	0.00	
						39000	314	5840	64991	79.74	
78048004	06/03/2020	A00200107	Bright House Networks	I0062025	050720	39000	314	5830	64991	0.00	
						39000	314	5840	64991	74.99	
78048005	06/03/2020	A00200107	Bright House Networks	I0062026	05/07/20	39000	314	5830	64991	0.00	
						39000	314	5840	64991	74.99	
78048006	06/03/2020	A00200107	Bright House Networks	I0062027	05-07-20	39000	314	5830	64991	0.00	
						39000	314	5840	64991	74.94	
78048007	06/03/2020	A00200107	Bright House Networks	I0062030	051220	39000	314	5830	64991	0.00	
						39000	314	5840	64991	74.99	
78048008	06/03/2020	A00200109	Brown & Reich Petroleum, Inc	I0061974	13228	39000	314	4316	64991	203.76	
78048009	06/03/2020	A00200112	BSK & Associates, Inc.	I0062017	0091029	42350	000	5510	71002	1,440.46	
78048010	06/03/2020	A00200119	C.A. Reding Company, Inc.	I0061978	552630	12201	203	5641	61200	1,675.00	
78048011	06/03/2020	A00298454	Castillo, Ashlie Marie	I0062016	05062020	11999	000	7412	73900	627.00	
78048012	06/03/2020	A00201051	Central Sanitary Supply	I0061996	1073703	12700	421	4310	67900	551.66	
						1071603	421	4310	67900	410.50	
78048013	06/03/2020	A00200168	Central Valley Occupational	I0061994	00242984	33428	310	5985	69200	142.50	
						33528	310	5985	69200	142.50	
						11000	113	5985	67800	20.00	
						11000	353	5985	64600	20.00	
78048014	06/03/2020	A00200182	City of Taft Police Departme	I0061995	0320WKCC	11000	113	5985	67800	29.00	
						33428	310	5985	69200	87.00	
						33528	310	5985	69200	87.00	
						39000	314	5985	64991	58.00	
						11000	352	5985	08350	29.00	
78048015	06/03/2020	A00209980	County of Kern	I0062019	030920	11000	401	5990	67200	50.00	
78048016	06/03/2020	A00265309	Daikin Applied	I0062031	3264306	11000	431	5641	65100	1,070.25	
78048017	06/03/2020	A00200243	Dick Blick	I0062023	3636755	11000	213	4311	10021	819.00	
78048018	06/03/2020	A00237331	Dumbrigue, Joanne Lucille V.	I0062003	051820	12551	353	4310	64600	12.07	
						12000	353	5645	64600	14.99	
78048019	06/03/2020	A00200273	Ebsco Subscription Service	I0061984	0422673	12477	203	4211	61200	2,906.62	
78048020	06/03/2020	A00202335	Fastenal Industrial & Constr	I0061965	CATAF465	12700	421	4310	67900	2,187.90	
						10062032	CATAF465	12700	421	4310	67900
						57340510	11000	431	5840	65700	47.07
78048021	06/03/2020	A00283264	Frontier California Inc.	I0061989	57340510	11000	431	5840	65700	47.07	
78048022	06/03/2020	A00201160	Hall Silveira, Margaret M.	I0061986	051220	12375	310	4310	69200	628.59	
78048023	06/03/2020	A00200655	Henry Schein, Inc.	I0061977	77016483	11000	205	4311	12042	557.64	
						I0061982	76459129	12700	421	4310	67900
						12700	421	4310	67900	403.30	
						12700	421	4310	67900	201.65	
						I0062022	76854854	12700	421	4310	67900
						I0060850	157616	11000	356	5970	68100
78048024	06/03/2020	A00314179	Lithographix, Inc.	I0060850	157616	11000	356	5970	68100	3,563.00	
78048025	06/03/2020	A00200585	NAEYC	I0061971	21507	11000	210	5210	13053	150.00	
78048026	06/03/2020	A00308503	Newton Software, Inc.	I0062012	INV00025	12571	411	5985	67300	333.00	
78048027	06/03/2020	A00200498	Office Depot	I0062004	49216231	12000	303	7605	73200	1,114.72	
78048027	06/03/2020	A00200498	Office Depot	I0062005	49144575	11000	224	4310	60200	940.87	



**Taft College Check Register Report**

**01-June-20 through 30-June-20**

**FY 19-20**

			I0062006	48071128	11000	209	6415	04012	85.79
			I0062028	49054528	39000	314	4311	64991	626.12
78048028	06/03/2020	A00200508P. G. & E.	I0061988	50000606	42350	000	6211	71002	1,112.03
78048029	06/03/2020	A00200508P. G. & E.	I0061991	051420	11000	431	5830	65700	5,084.23
					39000	314	5830	64991	2,134.82
					33428	310	5830	69200	1,195.81
					33528	310	5830	69200	1,195.81
					33588	310	5830	69200	1,195.82
78048030	06/03/2020	A00200508P. G. & E.	I0062020	05/14/20	31000	423	5830	69100	7.85
					31000	423	5820	69100	514.79
78048031	06/03/2020	A00200508P. G. & E.	I0062029	051220	39000	314	5830	64991	27.82
78048032	06/03/2020	A00200536Praxair Distribution, Inc.	I0061975	95636628	11000	205	5641	12042	526.87
78048033	06/03/2020	A00295380Preciado, Ximena	I0062015	05132020	11999	000	7412	73900	50.00
78048034	06/03/2020	A00270674Public Agency Law Group	I0061990	051620	42350	000	5430	71003	3,893.40
					11000	401	5430	67200	278.10
78048035	06/03/2020	A00317424Quadient Finance USA, Inc.	I0062011	051220	11000	411	5950	67300	1,000.00
78048036	06/03/2020	A00294960Ramirez, Montzerrat	I0062014	05132020	11999	000	7412	73900	418.00
78048037	06/03/2020	A00210330Redleaf Press	I0061964	MBEASLEY	11000	210	4314	13053	181.38
78048038	06/03/2020	A00200458Roth, Rebecca E.	I0061970	100119	11000	210	4311	13052	64.90
78048039	06/03/2020	A00220442Serban Sound & Communication	I0062008	11904	11000	113	5632	67801	750.00
78048040	06/03/2020	A00200393Sparkletts	I0062010	04.02.20	11000	411	5641	67300	110.84
78048041	06/03/2020	A00201787Standard Insurance Company	I0062013	MAY 20	11000	411	3410	67300	460.04
					11000	411	3420	67300	1,330.18
78048042	06/03/2020	A00259618Taft College ASB General	I0062024	051520	11000	352	5750	69618	1,748.73
					11000	352	5750	69614	766.98
					11000	352	4312	69614	737.10
					11000	352	5750	69611	4,385.97
					11000	352	5210	69610	905.00
					11000	352	4310	69610	265.00
78048043	06/03/2020	A00200862Taft College Bookstore	I0061968	1171	11000	431	4310	65100	532.19
					12419	431	4310	65100	2,000.00
78048044	06/03/2020	A00200862Taft College Bookstore	I0061973	7002	12427	210	4110	69200	975.56
78048045	06/03/2020	A00200862Taft College Bookstore	I0061976	6525	12000	303	7607	73200	5,662.14
78048046	06/03/2020	A00200862Taft College Bookstore	I0061979	6999	11000	224	4110	60200	1,919.67
78048047	06/03/2020	A00200862Taft College Bookstore	I0061981	6952.	12700	421	5971	67900	500.97
78048048	06/03/2020	A00200862Taft College Bookstore	I0061985	041720	11000	353	4310	64600	2,144.57
78048049	06/03/2020	A00200862Taft College Bookstore	I0062018	6791	11000	401	5940	67705	277.79
78048050	06/03/2020	A00200430Taft Plaza, LLC	I0061987	JUNE 20	31000	423	5611	69100	1,907.00
78048051	06/03/2020	A00200282True Value Home Center	I0062021	425620	11000	352	4312	69611	43.96
78048052	06/03/2020	A00255644U.S. Bank Equipment Finance	I0062033	41424881	12560	223	5612	60103	241.93
					11000	205	5612	12042	241.93
					12201	203	5612	61200	241.93
					12201	203	5612	61200	241.93
					12201	203	5612	61200	241.93
					11000	301	5612	64500	120.96
					12000	318	5612	64800	120.96
					11000	113	5612	67801	241.93
					11000	431	5612	65100	241.93
					33428	310	5612	69200	36.29
					33528	310	5612	69200	36.29
					33588	310	5612	69200	169.35

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					11000	207	5612	49999	241.93
					11000	202	5612	60100	241.93
					11000	110	5612	66003	80.64
					11000	202	5612	60100	80.64
					11000	114	5612	66005	80.64
					11000	202	5612	60100	241.93
					11000	421	5612	67200	108.83
					11000	401	5612	67200	24.19
					11000	411	5612	67300	108.84
					39000	314	5612	64991	241.93
					12551	353	5612	64600	60.48
					11000	301	5612	64500	60.48
					11000	302	5612	63100	60.48
					11000	358	5612	62100	60.48
					11000	421	5612	67200	241.93
					11000	401	5612	67200	241.93
					11000	401	5612	67200	241.93
					31000	423	5612	69100	241.93
					31000	423	5612	69100	152.76
78048052	06/03/2020	A00255644U.S. Bank Equipment Finance	I0062033	41424881	12495	319	5612	61900	55.45
78048053	06/03/2020	A00243587United Healthcare Insurance	I0062007	JUN 20	11000	412	3350	59100	24,448.20
78048054	06/03/2020	A00200293United Parcel Service	I0061993	00009697	31000	423	5940	67705	1,037.43
78048055	06/03/2020	A00200355West Kern Water District	I0061967	051320	33428	310	5810	69200	29.90
					33528	310	5810	69200	29.91
					33588	310	5810	69200	29.91
78048056	06/03/2020	A00200355West Kern Water District	I0061992	05/13/20	11000	431	5810	65700	148.92
					39000	314	5810	64991	30.50
78048057	06/03/2020	A00200355West Kern Water District	I0061998	04/13/20	39000	314	5810	64991	86.56
78048058	06/03/2020	A00200355West Kern Water District	I0061999	05-07-20	39000	314	5810	64991	50.55
78048059	06/03/2020	A00200355West Kern Water District	I0062000	05.07.20	39000	314	5810	64991	17.30
78048060	06/03/2020	A00200355West Kern Water District	I0062001	05 07 20	39000	314	5810	64991	24.22
78048061	06/03/2020	A00275443WestAir Gases & Equipment In	I0061980	80308632	11000	352	4310	69610	24.64
78048062	06/04/2020	A00286329Aguirre, Hannah M.	S0049547		11000		9526		322.00
78048063	06/04/2020	A00306499Alfaro, Erik	S0049548		11000		9526		138.00
78048064	06/04/2020	A00283969Alvarado, Danielle B.	S0049549		11000		9526		230.00
78048065	06/04/2020	A00294712Alvarez, Jason A.	S0049550		11000		9526		322.00
78048066	06/04/2020	A00298518Arreola, Noah	S0049551		11000		9526		184.00
78048067	06/04/2020	A00292780Ayapantecat1, Bryan S.	S0049552		11000		9526		138.00
78048068	06/04/2020	A00285312Bravo, Antonio	S0049553		11000		9526		322.00
78048069	06/04/2020	A00279205Breslin, Brooklyn L.	S0049554		11000		9526		138.00
78048070	06/04/2020	A00300222Brown, Ryan J.	S0049555		11000		9526		138.00
78048071	06/04/2020	A00300133Brown, Taylor P.	S0049556		11000		9526		2.00
78048072	06/04/2020	A00315287Buratto, Kaleb J.	S0049557		11000		9526		184.00
78048073	06/04/2020	A00249901Camarillo, Vanessa A.	S0049558		11000		9526		460.00
78048074	06/04/2020	A00292475Castaneda, Ashley S.	S0049559		11000		9526		460.00
78048075	06/04/2020	A00095269Castro, Gerardo	S0049560		11000		9526		138.00
78048076	06/04/2020	A00281175Cazares, Estevan	S0049561		11000		9526		5.00
78048077	06/04/2020	A00294913Cerde, Silverio	S0049562		11000		9526		230.00
78048078	06/04/2020	A00313491Chavez, Isaac K.	S0049563		11000		9526		276.00
78048079	06/04/2020	A00313467Clark, Noah S.	S0049564		11000		9526		46.00
78048080	06/04/2020	A00306506Contreras, Cynthia	S0049565		11000		9526		138.00

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78048081	06/04/2020	A00308758Cotton, Amanda R.	S0049566	11000	9526	276.00
78048082	06/04/2020	A00313542Crank, Nicole R.	S0049567	11000	9526	46.00
78048083	06/04/2020	A00060670Cross, Kevin L.	S0049568	11000	9526	46.00
78048084	06/04/2020	A00295932Cruz, Melody	S0049569	11000	9526	92.00
78048085	06/04/2020	A00300970Eckhardt, Nicholas J.	S0049570	11000	9526	644.00
78048086	06/04/2020	A00302432Erickson, Amy E.	S0049571	11000	9526	138.00
78048087	06/04/2020	A00305271Erroa, Marco A.	S0049572	11000	9526	276.00
78048088	06/04/2020	A00313864Eyraud, Christian R.	S0049573	11000	9526	184.00
78048089	06/04/2020	A00310215Franks, Jake W.	S0049574	11000	9526	184.00
78048090	06/04/2020	A00303156Franzen, Olivia L.	S0049575	11000	9526	276.00
78048091	06/04/2020	A00292956Fuentes, Jennifer M.	S0049576	11000	9526	230.00
78048092	06/04/2020	A00307545Fulenwider, Zachary R.	S0049577	11000	9526	182.00
78048093	06/04/2020	A00254889Funk, Riley M.	S0049578	11000	9526	276.00
78048094	06/04/2020	A00309266Funkhouser, Pierce M.	S0049579	11000	9526	414.00
78048095	06/04/2020	A00250239Galvan, Antonio	S0049580	11000	9526	184.00
78048096	06/04/2020	A00295977Gomez, Aaliyah R.	S0049581	11000	9526	966.00
78048097	06/04/2020	A00316237Gonzales, Eli M.	S0049582	11000	9526	506.00
78048098	06/04/2020	A00098976Gonzalez, Gustavo A.	S0049583	11000	9526	138.00
78048099	06/04/2020	A00290744Goulart, Emma K.	S0049584	11000	9526	184.00
78048100	06/04/2020	A00282209Green, Sarah D.	S0049585	11000	9526	414.00
78048101	06/04/2020	A00298950Gregory, Hannah	S0049586	11000	9526	184.00
78048102	06/04/2020	A00313347Grimaldo, Andrea Y.	S0049587	11000	9526	138.00
78048103	06/04/2020	A00309335Guerrero, Juan A.	S0049588	11000	9526	2.00
78048104	06/04/2020	A00297088Gutierrez Saldivar, Zithlaly	S0049589	11000	9526	138.00
78048105	06/04/2020	A00297089Hall, Daisy L.	S0049590	11000	9526	184.00
78048106	06/04/2020	A00279363Hamilton, Reece N.	S0049591	11000	9526	138.00
78048107	06/04/2020	A00272365Hollenbeck, Jenna M.	S0049592	11000	9526	138.00
78048108	06/04/2020	A00279308Huckins, Jake D.	S0049593	11000	9526	184.00
78048109	06/04/2020	A00311537Johnson, Cameron L.	S0049594	11000	9526	644.00
78048110	06/04/2020	A00220218Johnson, Jessica E.	S0049595	11000	9526	2.00
78048111	06/04/2020	A00298633Johnston, Dylan R.	S0049596	11000	9526	184.00
78048112	06/04/2020	A00266336Kaszycski, Kayla J.	S0049597	11000	9526	552.00
78048113	06/04/2020	A00293075Kirchner, Hannah E.	S0049598	11000	9526	138.00
78048114	06/04/2020	A00104721Lerude, Andrew	S0049599	11000	9526	184.00
78048115	06/04/2020	A00306391Lightner, Lindsey R.	S0049600	11000	9526	184.00
78048116	06/04/2020	A00318019Limbert, Alexander P.	S0049601	11000	9526	140.00
78048117	06/04/2020	A00282398Lopez, Norma P.	S0049602	11000	9526	414.00
78048118	06/04/2020	A00263924Luevano, Michelle A.	S0049603	11000	9526	138.00
78048119	06/04/2020	A00309581Mahan, Austen C.	S0049604	11000	9526	138.00
78048120	06/04/2020	A00283891Marquez, Christina	S0049605	11000	9526	138.00
78048121	06/04/2020	A00313488Marquez, Joelissa K.	S0049606	11000	9526	138.00
78048122	06/04/2020	A00295294Marroquin, Stephanie	S0049607	11000	9526	322.00
78048123	06/04/2020	A00297284Martinez, Andrew D.	S0049608	11000	9526	136.00
78048124	06/04/2020	A00289608Martinez, Emanuel	S0049609	11000	9526	368.00
78048125	06/04/2020	A00316166Martinez, Vicky F.	S0049610	11000	9526	320.00
78048126	06/04/2020	A00300945Martinez - Salas, Juliana J.	S0049501	11000	9526	138.00
78048127	06/04/2020	A00307653Momi, Suraj K.	S0049502	11000	9526	276.00
78048128	06/04/2020	A00281187Montalvo, Juana Y.	S0049503	11000	9526	276.00
78048129	06/04/2020	A00297142Moreno, Charlie	S0049504	11000	9526	414.00
78048130	06/04/2020	A00283146Munoz, Adriana	S0049505	11000	9526	184.00
78048131	06/04/2020	A00274896Mutilangi, Debra M.	S0049506	11000	9526	184.00

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78048132	06/04/2020	A00201811Newlove, Olga A.	S0049507		11000		9526		71.00
78048133	06/04/2020	A00311449Njoroge, Kevin M.	S0049508		11000		9526		184.00
78048134	06/04/2020	A00298870Ocampo, Rodolfo	S0049509		11000		9526		138.00
78048135	06/04/2020	A00297477Oropeza, Samantha	S0049510		11000		9526		435.00
78048136	06/04/2020	A00280507Ortega, Daisy C.	S0049511		11000		9526		230.00
78048137	06/04/2020	A00297607Pantoja Moreno, Julian	S0049512		11000		9526		276.00
78048138	06/04/2020	A00280663Perez, Valeria V.	S0049513		11000		9526		184.00
78048139	06/04/2020	A00250284Perry, Chelsi L.	S0049514		11000		9526		138.00
78048140	06/04/2020	A00304105Peters, Mark A.	S0049515		11000		9526		188.00
78048141	06/04/2020	A00284685Peters, Michael K.	S0049516		11000		9526		188.00
78048142	06/04/2020	A00097418Porta, Jean C.	S0049517		11000		9526		368.00
78048143	06/04/2020	A00296872Portillo, Sonya R.	S0049518		11000		9526		2.00
78048144	06/04/2020	A00310050Prince, Katlyn S.	S0049519		11000		9526		138.00
78048145	06/04/2020	A00303018Ramos, Olivia	S0049520		11000		9526		138.00
78048146	06/04/2020	A00292448Reynolds, Karlee P.	S0049521		11000		9526		322.00
78048147	06/04/2020	A00308123Rios, Tawnee M.	S0049522		11000		9526		182.00
78048148	06/04/2020	A00298202Rivera, Joseph M.	S0049523		11000		9526		322.00
78048149	06/04/2020	A00290934Rosenberger, Jadyann M.	S0049524		11000		9526		92.00
78048150	06/04/2020	A00294900Rymer, Cole M.	S0049525		11000		9526		276.00
78048151	06/04/2020	A00290454Saltiban, Peter J.	S0049526		11000		9526		188.00
78048152	06/04/2020	A00307855Sanchez, Alisza N.	S0049527		11000		9526		184.00
78048153	06/04/2020	A00293138Sanchez, Noah R.	S0049528		11000		9526		138.00
78048154	06/04/2020	A00306645Schmidt, Natalie P.	S0049529		11000		9526		276.00
78048155	06/04/2020	A00305486Scott, Shawn L.	S0049530		11000		9526		368.00
78048156	06/04/2020	A00292468Scott, Stephen D.	S0049531		11000		9526		253.00
78048157	06/04/2020	A00308694Serna, James B.	S0049532		11000		9526		253.00
78048158	06/04/2020	A00290819Shafer, Kristen J.	S0049533		11000		9526		184.00
78048159	06/04/2020	A00297436Shahla, Tony	S0049534		11000		9526		138.00
78048160	06/04/2020	A00287724Sharp, Hunter N.	S0049535		11000		9526		138.00
78048161	06/04/2020	A00315325Sibecas, Luciano C.	S0049536		11000		9526		322.00
78048162	06/04/2020	A00300556Skidmore, Tyler A.	S0049537		11000		9526		276.00
78048163	06/04/2020	A00289037Sloan, Kyle R.	S0049538		11000		9526		138.00
78048164	06/04/2020	A00282214Sweeny, Nicholas W.	S0049539		11000		9526		138.00
78048165	06/04/2020	A00294914Taylor, Kylie N.	S0049540		11000		9526		184.00
78048166	06/04/2020	A00284835Tolbert, Ashley	S0049541		11000		9526		138.00
78048167	06/04/2020	A00292212Veon, Belinda F.	S0049542		11000		9526		140.00
78048168	06/04/2020	A00285867Vigil Mendieta, Genevieve N.	S0049543		11000		9526		184.00
78048169	06/04/2020	A00312859Wiggins, Jasmine R.	S0049544		11000		9526		322.00
78048170	06/04/2020	A00283002Wood, Melissa E.	S0049545		11000		9526		138.00
78048171	06/04/2020	A00304914Yamsuan, Alexa H.	S0049546		11000		9526		184.00
78048172	06/15/2020	A002000164Imprint	I0062075	8302682	31000	423	4310	69100	437.62
					31000	423	5940	69100	26.22
78048173	06/15/2020	A00248933Abtech Systems, Inc.	I0062108	2005042	11000	113	5643	67801	6,516.90
78048174	06/15/2020	A00043526Albayeros, Hilda	I0062038	201950	11000	210	5910	13052	91.65
78048175	06/15/2020	A00238497All-Tech Electronic Systems,	I0062081	1017	11000	431	5631	65100	5,286.00
78048176	06/15/2020	A00200043American Express	I0062035	11005052	11000	000	7211	00000	10,221.80
78048177	06/15/2020	A00200063Austin's Pest Control, Inc.	I0062094	MAR. 20	11000	431	5860	65100	605.00
			I0062095	MAR '20	39000	314	5860	64991	100.00
			I0062099	APR 20	39000	314	5860	64991	300.00
78048178	06/15/2020	A00200107Bright House Networks	I0062048	04 19 20	31000	423	5840	69100	134.97
78048179	06/15/2020	A00200107Bright House Networks	I0062092	051920	39000	314	5830	64991	0.00

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78048180	06/15/2020	A00200109	Brown & Reich Petroleum, Inc	I0062070	14396	39000	314	5840	64991	74.99
						11000	431	4316	65500	2.64
						11000	432	4316	65300	3.69
						11000	432	4316	65500	10.54
						11000	432	4316	67703	15.82
						11000	432	4316	65100	10.54
				I0062113	14488	11000	431	4316	65500	4.39
						11000	432	4316	65300	6.14
						11000	432	4316	65500	17.56
						11000	432	4316	67703	26.33
						11000	432	4316	65100	17.56
78048181	06/15/2020	A00200119	C.A. Reding Company, Inc.	I0062061	555668	31000	423	4318	69100	2.82
78048182	06/15/2020	A00200127	California Dept. of Educatio	I0062096	C-064117	33428	310	7130	69200	4,700.00
78048183	06/15/2020	A00200146	Carolina Biological Supply C	I0062090	51041791	11000	209	4311	04014	3,289.02
				I0062103	51046863	11000	209	4311	04011	242.91
78048184	06/15/2020	A00200161	CDW-G	I0062034	XVP6985	11000	113	4312	67801	135.55
				I0062036	XVQ5582	11000	210	6415	21056	1,154.38
78048185	06/15/2020	A00201051	Central Sanitary Supply	I0062069	1075450	12700	421	4310	67900	837.68
				I0062102	1077387	33429	310	4310	69250	0.01
						33428	310	4310	69200	143.99
				I0062112	1077397	12700	421	4310	67900	300.84
78048186	06/15/2020	A00264649	Convergint Technologies, LLC	I0062107	257841	11000	113	5641	67801	500.00
				I0062109	256825	11000	113	5643	67801	4,027.00
78048187	06/15/2020	A00244694	Corter, Patricia L.	I0062039	201950	11000	210	5910	13052	91.65
78048188	06/15/2020	A00200323	Flinn Scientific, Inc.	I0062085	7643	11000	209	4311	19051	2,067.38
				I0062086	2472191	11000	209	4311	49999	687.26
78048189	06/15/2020	A00283264	Frontier California Inc.	I0062093	13580522	31000	423	5840	69100	47.07
78048190	06/15/2020	A00200655	Henry Schein, Inc.	I0062087	77500670	11000	205	4311	12042	150.14
				I0062088	77325472	11000	205	4311	12042	3,043.40
				I0062091	77325605	12651	205	4311	12042	1,248.17
				I0062117	77436559	11000	205	4311	12042	35.29
78048191	06/15/2020	A00227931	Hershkowitz, Eric R.	I0062068	020720	12643	223	5710	60103	239.56
						11000	205	5710	12042	321.54
78048192	06/15/2020	A00201122	Home Depot Credit Services	I0062055	34060513	11000	431	4310	65100	2,755.26
				I0062056	340605/1	12700	421	4310	67900	118.06
78048193	06/15/2020	A00287256	Lopez, Corina	I0062040	201950	11000	210	5910	13052	274.95
78048194	06/15/2020	A00259082	Lozano Smith, LLP	I0062082	052720	11000	110	5430	66003	5,000.00
78048195	06/15/2020	A00227772	MBS Textbook Exchange, Inc.	I0062047	47-49455	31000	423	4115	69100	405.00
						31000	423	4110	69100	263.00
						31000	423	5940	69100	215.32
78048196	06/15/2020	A00062390	Millar, Michelle m.	I0062042	201950	11000	210	5910	13052	91.65
78048197	06/15/2020	A00308756	Montgomery Hardware Co.	I0062098	728145	35000	360	6414	67701	3,420.00
78048198	06/15/2020	A00252523	Oak Hall Cap and Gown	I0062062	514597	31000	423	4310	69100	14,167.07
				I0062063	1987322	31000	423	4310	69100	183.00
						31000	423	5940	69100	26.06
78048199	06/15/2020	A00200498	Office Depot	I0062104	49667226	11000	210	4310	21056	73.28
				I0062118	49700328	11000	352	4310	69610	73.14
				I0062119	49588399	11000	202	4310	60100	97.08
				I0062120	49611895	11000	353	4310	64600	63.84
78048200	06/15/2020	A00200522	Pepsi-Cola Company	I0062065	91987511	31000	423	4310	69100	260.18
78048201	06/15/2020	A00204039	Perez Arce, Fabian	I0062043	201950	11000	210	5910	13052	183.30

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78048202	06/15/2020	A00210330Redleaf Press	I0062076	481381	31000	423	4110	69100	158.04
					31000	423	5940	69100	3.16
78048203	06/15/2020	A00242376Roam, Brittany	I0062105	05282020	11999	000	7412	73900	598.00
78048204	06/15/2020	A00200458Roth, Rebecca E.	I0062079	051920	11000	210	4310	13052	95.87
78048205	06/15/2020	A00307141Ruiz, Christopher J.	I0062077	MAR 20	12582	301	5510	67800	500.00
78048206	06/15/2020	A00280973School Datebooks	I0062089	C20-0172	12551	353	4318	64600	10,158.72
78048207	06/15/2020	A00291587Silva, Jessica J.	I0062106	05282020	11999	000	7412	73900	176.00
78048208	06/15/2020	A00234793Southwest Signs	I0062053	24902	31000	423	4310	69100	230.00
78048209	06/15/2020	A00200393Sparkletts	I0062054	050820	31000	423	4321	69100	7.99
78048210	06/15/2020	A00200393Sparkletts	I0062072	042320	11000	209	4310	49999	3.00
78048211	06/15/2020	A00200393Sparkletts	I0062073	052120	11000	209	4310	49999	3.00
78048212	06/15/2020	A00200393Sparkletts	I0062121	051420	11000	306	4310	49306	10.99
78048213	06/15/2020	A00200396Spurr	I0062074	106817	11000	431	5820	65700	3,870.43
					35827	357	5820	69700	386.58
					33428	310	5820	69200	80.53
					33528	310	5820	69200	80.53
					33588	310	5820	69200	80.53
78048214	06/15/2020	A00237176SSD Systems	I0062064	R-001872	31000	423	5880	69100	59.34
78048215	06/15/2020	A00200423Taft City School District	I0062057	20-126	11000	432	5632	67703	439.43
			I0062101	20-107	11000	432	4312	65500	125.10
					11000	432	5632	65500	69.00
					11000	301	4310	64500	348.67
					11000	301	5632	64500	241.50
					11000	352	4310	69610	28.58
					11000	352	5632	69611	34.50
78048216	06/15/2020	A00200862Taft College Bookstore	I0062037	5326.	11000	210	4310	21056	36.47
					11000	208	4318	49308	31.09
					11000	210	4310	22012	36.47
					11000	213	4310	11051	36.47
					11000	210	4310	13052	36.47
					11000	213	4110	10023	89.85
					11000	210	4110	49999	98.63
					11000	210	4110	49999	13.42
78048217	06/15/2020	A00200862Taft College Bookstore	I0062058	5596	39000	312	4310	64991	98.67
78048218	06/15/2020	A00200862Taft College Bookstore	I0062059	3065	39000	314	5940	64991	36.22
78048219	06/15/2020	A00200862Taft College Bookstore	I0062067	5562	12000	303	4310	64300	1,193.05
78048220	06/15/2020	A00200862Taft College Bookstore	I0062071	5598	11000	113	4310	67801	31.10
78048221	06/15/2020	A00200862Taft College Bookstore	I0062080	0571	12000	340	4310	64951	48.72
78048222	06/15/2020	A00200862Taft College Bookstore	I0062097	6965	11000	212	4110	61100	106.01
78048223	06/15/2020	A00200862Taft College Bookstore	I0062110	6154	12000	303	7607	73200	107.24
78048224	06/15/2020	A00252942TC Federal Financial Aid Cle	I0062114	060320	11000	353	7130	64600	329.00
78048225	06/15/2020	A00312691TC State Financial Aid Clear	I0062116	060320	12549	353	7510	73200	16,453.00
78048226	06/15/2020	A00203989Tipton Cash, Heather M.	I0062083	MAY 20	11000	224	4316	60200	18.40
78048227	06/15/2020	A00210209ULINE	I0062052	11998803	12700	421	4310	67900	776.92
					12700	421	5940	67900	81.30
78048228	06/15/2020	A00000456Uribe, Jose	I0062046	FEB 20	39000	314	5633	64991	620.00
78048229	06/15/2020	A00300455Vasquez, Neftaly J.	I0062044	201950	11000	210	5910	13052	427.70
78048230	06/15/2020	A00312920Vital Source	I0062049	11479-R-	31000	423	4110	69100	108.87
78048231	06/15/2020	A00202272VWR International	I0062084	88011284	11000	209	4311	04011	200.77
78048232	06/15/2020	A00200348Ware, Thomas B.	I0062100	052920	11000	202	5940	60100	25.25
78048233	06/15/2020	A00294733West Kern Adult Education Ne	I0062078	MAY 20	12603	125	7410	73100	69,387.00

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78048234	06/15/2020	A00275443WestAir Gases & Equipment In	I0062051	80308633	31000	423	4321	69100	72.60
78048235	06/15/2020	A00200360Westec	I0062060	27352	11450	204	5641	09543	17,928.75
78048236	06/15/2020	A00201081Westside Waste Management Co	I0062115	05T00358	11000	431	5850	65100	170.38
78048237	06/15/2020	A00294399White, Katheryn H.	I0062045	201950	11000	210	5910	13052	336.05
78048238	06/15/2020	A00311603Wilson, Kathryn L.	I0062041	201950	11000	210	5910	13052	183.30
78048239	06/15/2020	A00308504Wright Express FSC	I0062111	65520882	11000	432	4316	67703	75.00
78048240	06/15/2020	A00279103Yabla, Inc.	I0062050	121415TA	31000	423	4110	69100	2,589.00
					31000	423	5940	69100	15.00
78048241	06/17/2020	A00200017A.P.I. Plumbing	I0062152	16385	11000	431	4310	65500	288.50
			I0062212	16393	11000	431	4312	65100	356.11
78048242	06/17/2020	A00243588AARP Health Care Options	I0062195	JUN 20	11000	412	3350	59100	17,927.69
78048243	06/17/2020	A00288646Amazon Web Services, Inc.	I0062187	47349213	11000	113	5644	67801	682.86
78048244	06/17/2020	A00200052AP Architects	I0062180	11696	42350	000	5510	71003	15,641.86
					11000	401	5510	71004	0.01
78048245	06/17/2020	A00202445AT&T Mobility	I0062207	051820	39000	314	5840	64991	187.42
78048246	06/17/2020	A00200063Austin's Pest Control, Inc.	I0062176	MAR20	12560	223	5860	09565	55.00
			I0062217	MAY 20	12560	223	5860	09565	110.00
			I0062218	APR. 20	11000	431	5860	65100	880.00
78048247	06/17/2020	A00200069Bakersfield Californian	I0062124	033120	11000	431	5970	65100	238.58
78048248	06/17/2020	A00200105Brandco	I0062167	22731	11000	431	4320	65100	9.92
78048249	06/17/2020	A00200107Bright House Networks	I0062126	051820	39000	314	5830	64991	0.00
					39000	314	5840	64991	63.00
78048250	06/17/2020	A00200107Bright House Networks	I0062140	060220	35819	357	5890	69700	112.02
78048251	06/17/2020	A00200107Bright House Networks	I0062220	060420	12560	223	5645	09565	311.93
78048252	06/17/2020	A00200109Brown & Reich Petroleum, Inc	I0062166	14661	11000	431	4316	65500	4.15
78048252	06/17/2020	A00200109Brown & Reich Petroleum, Inc	I0062166	14661	11000	432	4316	65300	5.81
					11000	432	4316	65500	16.60
					11000	432	4316	67703	24.89
					11000	432	4316	65100	16.60
78048253	06/17/2020	A00200112BSK & Associates, Inc.	I0062127	0091028	11000	401	5510	71002	4,142.99
			I0062128	0090707	11000	401	5510	71002	16,548.01
78048254	06/17/2020	A00318246Castano Bishop, Marianne	I0062200	030320	11000	411	5985	67300	644.40
					11000	411	5985	67300	210.00
78048255	06/17/2020	A00200161CDW-G	I0062066	XWC7959	11000	209	6415	17014	737.58
					11000	209	6415	17012	486.54
					11000	209	6415	17011	1,827.51
					11000	209	6415	17017	856.62
					11000	209	6415	17013	1,325.56
					11000	209	6415	17016	2,185.12
					11000	209	6415	17018	739.96
			I0062172	XZG1959	11000	224	6415	60200	5,301.47
			I0062183	XXC8595	12495	319	6415	61900	968.18
					12495	319	4311	61900	127.63
					12495	319	4311	61900	159.80
			I0062184	XXC8314	12060	113	6415	67801	1,501.14
					12060	113	6415	67801	66.50
					12060	113	6415	67801	66.50
78048255	06/17/2020	A00200161CDW-G	I0062185	XWD9807	11000	209	6412	04013	219.46
78048256	06/17/2020	A00201051Central Sanitary Supply	I0062161	1081062	12700	421	4310	67900	101.89
			I0062162	1079207	33429	310	4310	69250	174.49
78048257	06/17/2020	A00200181City of Taft	I0062168	060120	31000	423	5850	69100	96.81

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78048258	06/17/2020	A00200181City of Taft	I0062170	06/01/20	39000	314	5850	64991	485.99
78048259	06/17/2020	A00200181City of Taft	I0062215	06-01-20	11000	431	5850	65700	6,352.23
					11000	431	5850	65500	129.64
78048260	06/17/2020	A00313072Colombo Construction Co., In	I0062192	PAY REQ	43100	000	6211	71003	575,676.82
			I0062193	PAY REQ	43100	000	6211	71003	145,892.00
78048261	06/17/2020	A00277634Comevo, Inc.	I0062131	2748	12000	319	5641	63200	6,151.00
78048262	06/17/2020	A00302543Darby Dental Supply, LLC	I0062132	8740477	12651	205	4311	12042	370.87
			I0062133	8734244	12652	205	4311	12042	981.36
			I0062134	8734201	11000	205	4311	12042	738.25
			I0062135	8734337	12651	205	4311	12042	492.65
78048263	06/17/2020	A00200228Dave's Glass Shop	I0062198	1210	11000	431	5631	65100	130.31
78048264	06/17/2020	A00317778DenLine Uniforms, Inc	I0062137	55485	11000	205	4311	12042	1,023.79
					11000	205	4311	12042	0.01
78048265	06/17/2020	A00200238Department of Justice	I0062196	443163	11000	113	5985	67800	32.00
					39000	314	5985	64991	96.00
					11000	353	5985	64600	32.00
					33428	310	5985	69200	264.00
					33528	310	5985	69200	264.00
					11000	352	5985	08350	32.00
					11000	431	5985	64991	32.00
78048266	06/17/2020	A00283264Frontier California Inc.	I0062123	57030607	11000	431	5840	65700	146.90
78048267	06/17/2020	A00283264Frontier California Inc.	I0062178	77000528	11000	431	5840	65700	1,007.12
78048268	06/17/2020	A00283264Frontier California Inc.	I0062179	79000528	11000	431	5840	65700	1,138.80
78048269	06/17/2020	A00200629Grainger	I0062122	95449003	11000	431	4310	65100	1,068.22
			I0062175	95383990	11000	431	4310	65100	106.83
78048270	06/17/2020	A00307514Great River Learning	I0062143	5373046	31000	423	4110	69100	5,424.99
					31000	423	5940	69100	0.01
78048271	06/17/2020	A00200655Henry Schein, Inc.	I0062149	77830301	11000	205	4311	12042	133.35
78048272	06/17/2020	A00224086inContact, Inc.	I0062213	6585977	11000	431	5840	65100	170.57
					11000	431	5840	65700	1,380.06
78048273	06/17/2020	A00200704Karwoski, John	I0062209	JUN 20	42350	000	5510	71002	10,920.00
78048274	06/17/2020	A00200712Kern County Supt. of Schools	I0062154	003961	11000	421	5911	67200	2,136.00
78048275	06/17/2020	A00300405Markovits, Aaron	I0062203	051820	39000	312	4310	64991	149.28
			I0062204	05/18/20	39000	312	4310	64991	182.30
			I0062216	05-18-20	39000	312	4310	64991	352.58
			I0062219	052620	39000	314	5940	64991	81.02
78048276	06/17/2020	A00227772MBS Textbook Exchange, Inc.	I0062147	47-49549	31000	423	4115	69100	368.00
					31000	423	4110	69100	370.04
					31000	423	5940	69100	86.28
78048277	06/17/2020	A00294618McNeil and Associates, LLC	I0062177	28	11000	110	5510	66003	3,150.00
78048278	06/17/2020	A00308756Montgomery Hardware Co.	I0062190	727560	12050	431	4312	65100	11,116.86
78048279	06/17/2020	A00308503Newton Software, Inc.	I0062129	INV00026	12571	411	5985	67300	333.00
78048280	06/17/2020	A00265029Nunez, Jessica A.	I0062138	06042020	11999	000	7412	73900	125.00
78048281	06/17/2020	A002858200'Connor Construction Manage	I0062174	35852	43100	000	5510	71002	1,280.00
78048282	06/17/2020	A00200498Office Depot	I0062163	49216133	12000	303	7605	73200	2,006.92
78048283	06/17/2020	A00200508P. G. & E.	I0062158	060220	39000	314	5830	64991	4.65
78048284	06/17/2020	A00200508P. G. & E.	I0062159	060320	39000	314	5830	64991	28.19
78048285	06/17/2020	A00200508P. G. & E.	I0062160	06/03/20	39000	314	5830	64991	12.57
78048286	06/17/2020	A00200508P. G. & E.	I0062164	052920	39000	314	5830	64991	20.64
78048287	06/17/2020	A00200508P. G. & E.	I0062171	06/02/20	39000	314	5830	64991	6.97
78048288	06/17/2020	A00200508P. G. & E.	I0062199	05/29/20	39000	314	5830	64991	34.76



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78048289	06/17/2020	A00200508P. G. & E.	I0062214	06-02-20	11000	431	5830	65700	22,155.32
78048290	06/17/2020	A00200516Patterson Dental Supply, Inc	I0062189	30039319	11000	205	4310	12042	180.15
78048291	06/17/2020	A00274574Penguin Random House LLC	I0062136	10844348	31000	423	4110	69100	92.81
					31000	423	5940	69100	0.01
78048292	06/17/2020	A00200458Roth, Rebecca E.	I0062211	052020	11000	210	4310	13052	35.98
78048293	06/17/2020	A00234793Southwest Signs	I0062205	25262	11000	224	4310	60200	557.49
78048294	06/17/2020	A00200393Sparkletts	I0062139	052820	11000	301	5810	64500	4.00
78048295	06/17/2020	A00200393Sparkletts	I0062144	060520	31000	423	4321	69100	7.99
78048296	06/17/2020	A00200393Sparkletts	I0062169	05/28/20	11000	113	4310	67801	4.00
78048297	06/17/2020	A00200393Sparkletts	I0062181	052220	11000	223	4410	60103	4.00
78048298	06/17/2020	A00237176SSD Systems	I0062145	S-010243	31000	423	5880	69100	115.93
78048299	06/17/2020	A00200400Stinson's	I0062186	936411-0	11000	209	4318	04011	57.60
78048300	06/17/2020	A00211077Strata Information Group	I0062188	32815	12582	301	5510	67800	16,156.00
					11000	358	5510	62100	1,572.50
					11000	358	5510	62100	467.50
			I0062210	35926	12569	353	5510	64600	425.00
78048301	06/17/2020	A00263777SWACC	I0062201	242316	11000	401	5320	67702	110,537.00
					11000	401	5310	67702	26,655.00
					11000	401	5390	67702	7,948.00
78048302	06/17/2020	A00312622Tableau Software, Inc.	I0062202	72005375	12582	301	4315	67800	1,260.00
78048303	06/17/2020	A00259618Taft College ASB General	I0062157	202020.	11000	601	7130	70990	4,500.00
78048304	06/17/2020	A00200832Taft College Foundation	I0062125	463	12000	340	4311	64951	500.00
78048305	06/17/2020	A00200430Taft Plaza, LLC	I0062191	TAFTJULY	31000	423	5611	69100	1,907.00
78048306	06/17/2020	A00318053Technical Safety Services, L	I0062208	IN024862	11000	431	5632	65100	878.00
78048307	06/17/2020	A00302722Time Warner Cable	I0062141	060120	35819	357	5890	69700	820.00
					35814	357	5890	69700	894.02
78048308	06/17/2020	A00302722Time Warner Cable	I0062142	06/01/20	35827	357	5890	69700	1,052.60
78048309	06/17/2020	A00200282True Value Home Center	I0062146	426759	35819	357	4310	69700	678.63
					11000	431	4316	65500	113.10
					11000	431	4310	65100	565.53
			I0062197	426848	39000	314	4310	64991	28.91
78048310	06/17/2020	A00255644U.S. Bank Equipment Finance	I0062150	41663624	12560	223	5612	60103	241.93
					11000	205	5612	12042	241.93
					12201	203	5612	61200	241.93
					12201	203	5612	61200	241.93
					12201	203	5612	61200	241.93
					11000	301	5612	64500	120.96
					12000	318	5612	64800	120.96
					11000	113	5612	67801	249.60
					11000	431	5612	65100	241.93
					33428	310	5612	69200	36.29
					33528	310	5612	69200	36.29
					33588	310	5612	69200	169.35
					11000	207	5612	49999	241.93
					11000	202	5612	60100	241.93
					11000	110	5612	66003	80.64
					11000	202	5612	60100	80.64
					11000	114	5612	66005	80.64
					11000	202	5612	60100	241.93
					11000	421	5612	67200	108.83
					11000	401	5612	67200	24.19

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					11000	411	5612	67300	108.84
					39000	314	5612	64991	241.93
					12551	353	5612	64600	60.48
					11000	301	5612	64500	60.48
					11000	302	5612	63100	60.48
					11000	358	5612	62100	60.48
					11000	421	5612	67200	241.93
					11000	401	5612	67200	241.93
					11000	401	5612	67200	241.93
78048310	06/17/2020	A00255644U.S. Bank Equipment Finance	I0062150	41663624	31000	423	5612	69100	241.93
					31000	423	5612	69100	152.76
					12495	319	5612	61900	55.45
78048311	06/17/2020	A00200293United Parcel Service	I0062155	00009697	31000	423	5940	67705	8,126.99
78048312	06/17/2020	A00000456Uribe, Jose	I0062206	JUN 20	39000	314	5633	64991	190.00
78048313	06/17/2020	A00289798Vasquez, Michelle D.	I0062182	06032020	11999	000	7412	73900	50.00
78048314	06/17/2020	A00200338Verizon Wireless	I0062148	98556888	11000	357	5840	69700	153.78
78048315	06/17/2020	A00200338Verizon Wireless	I0062165	98553980	11000	431	5840	65100	92.89
78048316	06/17/2020	A00200338Verizon Wireless	I0062173	98553952	11000	113	5840	67801	76.02
					12551	353	6415	64600	38.01
78048317	06/17/2020	A00294733West Kern Adult Education Ne	I0062194	06082020	12603	125	7410	73100	69,386.00
78048318	06/17/2020	A00200355West Kern Water District	I0062130	052020	12560	223	5810	09565	68.00
78048319	06/17/2020	A00200355West Kern Water District	I0062153	060820	39000	314	5810	64991	82.84
78048320	06/17/2020	A00200355West Kern Water District	I0062156	06/08/20	11000	431	5810	65700	1,059.28
					39000	314	5810	64991	216.96
78048321	06/17/2020	A00275443WestAir Gases & Equipment In	I0062151	80313948	11000	352	4310	69610	24.20
78048322	06/18/2020	A00293064Aprisa, Ashley K.	S0049611		11000		9526		598.00
78048323	06/18/2020	A00278378Avila, Breanna J.	S0049612		11000		9526		138.00
78048324	06/18/2020	A00018340Barnett, Rebecca D.	S0049613		11000		9526		184.00
78048325	06/18/2020	A00279452Barton, Breah A.	S0049614		11000		9526		462.00
78048326	06/18/2020	A00313617Bassler, Sheigh M.	S0049615		11000		9526		138.00
78048327	06/18/2020	A00269107Bolanos, Jodie L.	S0049616		11000		9526		278.00
78048328	06/18/2020	A00317460Cahoon, Samuel E.	S0049617		11000		9526		138.00
78048329	06/18/2020	A00295160Callan, Moriah C.	S0049618		11000		9526		138.00
78048330	06/18/2020	A00294607Case, Lorene B.	S0049619		11000		9526		184.00
78048331	06/18/2020	A00295051Castaneda, Destiny M.	S0049620		11000		9526		278.00
78048332	06/18/2020	A00276952Cazares, Jordy	S0049621		11000		9526		184.00
78048333	06/18/2020	A00069406Christian, Shana M.	S0049622		11000		9526		138.00
78048334	06/18/2020	A00313641Clark, Katie	S0049623		11000		9526		644.00
78048335	06/18/2020	A00304606Cole, Spencer W.	S0049624		11000		9526		276.00
78048336	06/18/2020	A00213287Coulter, Ryan M.	S0049625		11000		9526		2.00
78048337	06/18/2020	A00269831Davis, Bradley A.	S0049626		11000		9526		278.00
78048338	06/18/2020	A00289645Dodds, Shannen	S0049627		11000		9526		759.00
78048339	06/18/2020	A00281467Douglas, Blake E.	S0049628		11000		9526		136.00
78048340	06/18/2020	A00307634Dowden, Jaylynn R.	S0049629		11000		9526		138.00
78048341	06/18/2020	A00317834Duncan, Hayden P.	S0049630		11000		9526		140.00
78048342	06/18/2020	A00290860Earl, Lauryn N.	S0049631		11000		9526		253.00
78048343	06/18/2020	A00318250Goldreyer, Yara S.	S0049632		11000		9526		186.00
78048344	06/18/2020	A00318038Guerrero, Maria G.	S0049633		11000		9526		140.00
78048345	06/18/2020	A00303698Guzman, Jacob L.	S0049634		11000		9526		2.00
78048346	06/18/2020	A00300083Heraldez Sotelo, Daniela	S0049635		11000		9526		248.00
78048347	06/18/2020	A00280777Hernandez, Savannah	S0049636		11000		9526		414.00

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78048348	06/18/2020	A00294700Hernandez Fonseca, Blanca N.	S0049637		11000		9526		322.00
78048349	06/18/2020	A00317462Holzworth, Mckenna A.	S0049638		11000		9526		138.00
78048350	06/18/2020	A00063548Johns, Brenda L.	S0049639		11000		9526		2.00
78048351	06/18/2020	A00228066Johnson, Bradley C.	S0049640		11000		9526		2.00
78048352	06/18/2020	A00291593Lackey, Chanel B.	S0049641		11000		9526		46.00
78048353	06/18/2020	A00318234Lackey, Ethan J.	S0049642		11000		9526		322.00
78048354	06/18/2020	A00258974Magana, Eric M.	S0049643		11000		9526		278.00
78048355	06/18/2020	A00092622Martinez, Maria D.	S0049644		11000		9526		186.00
78048356	06/18/2020	A00307653Momi, Suraj K.	S0049645		11000		9526		138.00
78048357	06/18/2020	A00002933Morgan, Linda M.	S0049646		11000		9526		138.00
78048358	06/18/2020	A00309617Munger, Benjamin D.	S0049647		11000		9526		1,244.00
78048359	06/18/2020	A00041811Oliver, Arielle J.	S0049648		11000		9526		2.00
78048360	06/18/2020	A00318370Perez, Yvette	S0049649		11000		9526		274.00
78048361	06/18/2020	A00310050Prince, Katlyn S.	S0049650		11000		9526		2.00
78048362	06/18/2020	A00201498Ramos, Alicia	S0049651		11000		9526		138.00
78048363	06/18/2020	A00277123Ray, Priscella R.	S0049652		11000		9526		46.00
78048364	06/18/2020	A00318241Rebelo, Anthony M.	S0049653		11000		9526		92.00
78048365	06/18/2020	A00247252Rhein-Hernandez, Stephanie M	S0049654		11000		9526		2.00
78048366	06/18/2020	A00317534Ribaya, Odessa N.	S0049655		11000		9526		232.00
78048367	06/18/2020	A00281784Rincon, Alejandra	S0049674		11000		9526		138.00
78048368	06/18/2020	A00267946Rinehart, Mckenna M.	S0049656		11000		9526		138.00
78048369	06/18/2020	A00309110Ruiz Ponce, Brenda L.	S0049657		11000		9526		232.00
78048370	06/18/2020	A00022274Ruvalcaba, Evelyn	S0049658		11000		9526		412.00
78048371	06/18/2020	A00280021Saldias, Trinity E.	S0049659		11000		9526		506.00
78048372	06/18/2020	A00279312Self, Isaac J.	S0049660		11000		9526		140.00
78048373	06/18/2020	A00277889Sidhu, Simran K.	S0049661		11000		9526		138.00
78048374	06/18/2020	A00264995Simpson, Lynda J.	S0049662		11000		9526		2.00
78048375	06/18/2020	A00294648Skaro, Peyton E.	S0049663		11000		9526		182.00
78048376	06/18/2020	A00295407Summers, Aurora R.	S0049664		11000		9526		48.00
78048377	06/18/2020	A00076128Sutherland, Shawn	S0049665		11000		9526		186.00
78048378	06/18/2020	A00031970Terrell, Jonelle D.	S0049666		11000		9526		2.00
78048379	06/18/2020	A00296492Tirupasur, Sailesh	S0049667		11000		9526		554.00
78048380	06/18/2020	A00256376Trujillo, Erica M.	S0049668		11000		9526		2.00
78048381	06/18/2020	A00301906Underwood, Sarah L.	S0049669		11000		9526		2.00
78048382	06/18/2020	A00288732Vandervert, Niel O.	S0049670		11000		9526		140.00
78048383	06/18/2020	A00280778Velasquez, Daniel V.	S0049671		11000		9526		414.00
78048384	06/18/2020	A00317391Villarreal, Briana D.	S0049672		11000		9526		140.00
78048385	06/18/2020	A00316223Zagal Hernandez, Emily	S0049673		11000		9526		136.00
78048386	06/22/2020	A00200107Bright House Networks	I0062221	061920	31000	423	5840	69100	134.97
78048387	06/22/2020	A00200107Bright House Networks	I0062233	060720	39000	314	5830	64991	0.00
					39000	314	5840	64991	74.99
78048388	06/22/2020	A00200107Bright House Networks	I0062234	06/07/20	39000	314	5830	64991	0.00
					39000	314	5840	64991	74.99
78048389	06/22/2020	A00200107Bright House Networks	I0062235	06-07-20	39000	314	5830	64991	0.00
					39000	314	5840	64991	74.99
78048390	06/22/2020	A00200107Bright House Networks	I0062236	060620	39000	314	5830	64991	0.00
					39000	314	5840	64991	74.99
78048391	06/22/2020	A00277845Double D Cleaning Service	I0062240	059	12560	223	5890	09565	240.00
78048392	06/22/2020	A00283264Frontier California Inc.	I0062232	57340610	11000	431	5840	65700	56.10
78048393	06/22/2020	A00200624Gibson, Mark D.	I0062227	060320	11000	113	4312	67801	75.06
78048394	06/22/2020	A00200498Office Depot	I0062223	50641356	12700	421	4310	67900	267.59

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78048395	06/22/2020	A00200508P. G. & E.	I0062226	49216232	12000	303	7605	73200	152.83
			I0062228	061420	31000	423	5830	69100	8.12
					31000	423	5820	69100	818.79
78048396	06/22/2020	A00200508P. G. & E.	I0062231	061520	11000	431	5830	65700	8,599.54
					39000	314	5830	64991	3,462.18
					33428	310	5830	69200	1,868.91
					33528	310	5830	69200	1,868.91
					33588	310	5830	69200	1,868.92
78048397	06/22/2020	A00200508P. G. & E.	I0062237	061120	39000	314	5830	64991	46.82
78048398	06/22/2020	A00202968San Joaquin Chemicals, Inc.	I0062230	131648	11000	431	5641	65100	1,175.00
78048399	06/22/2020	A00298573SmartSign	I0062229	MPS-5305	12700	421	4310	67900	1,126.39
78048400	06/22/2020	A00200419T.C. Clearing Account	I0062222	040120	11000	421	5912	67200	626.22
78048401	06/22/2020	A00200419T.C. Clearing Account	I0062224	030120	11000	421	5912	67200	1,125.07
78048402	06/22/2020	A00200425Taft College	I0062225	19/20	11000	205	4310	12042	344.95
78048403	06/22/2020	A00200282True Value Home Center	I0062239	427525	12560	223	4310	09565	8.13
78048404	06/22/2020	A00210209ULINE	I0062238	12065901	12562	223	4310	60103	90.96
78048405	06/22/2020	A00275443WestAir Gases & Equipment In	I0062241	80313950	12560	223	4311	09565	286.44
									=====
							BANK TOTAL		1,514,543.05

# Taft College Purchase Order Activity Report

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
ABAUER	06/03/2020	A00200393	Sparkletts	P0054502	06/03/2020	06/03/2020				\$25.00
		A00252942	TC Federal Financial Aid Cle	P0054504	06/03/2020	06/03/2020				\$329.00
	06/04/2020	A00312691	TC State Financial Aid Clear	P0054503	06/03/2020	06/03/2020				\$16,453.00
		A00200127	California Dept. of Educatio	P0054497	06/02/2020	06/02/2020				\$4,700.00
	06/11/2020	A00318427	California Public Employees	P0054517	06/09/2020	06/09/2020				\$2,000.00
		A00259618	Taft College ASB General	P0054520	06/10/2020	06/10/2020				\$4,500.00
	06/15/2020	A00277634	Comevo, Inc.	P0054526	06/15/2020	06/15/2020				\$6,151.00
06/18/2020	A00200624	Gibson, Mark D.	P0054528	06/17/2020	06/17/2020				\$75.06	
							TOTAL USER			\$34,233.06
AOMEGA	06/09/2020	A00200498	Office Depot	P0054514	06/08/2020	06/08/2020				\$267.59
	06/11/2020	A00200425	Taft College	P0054499	06/02/2020	06/02/2020				\$344.95
		A00200516	Patterson Dental Supply, Inc	P0054507	06/04/2020	06/04/2020				\$169.40
	06/25/2020	A00202979	Health First Corporation	P0054543	06/25/2020	07/01/2020				\$363.32
							TOTAL USER			\$1,145.26
DDURAN	06/23/2020	A00200393	Sparkletts	P0054531	07/01/2020	07/01/2020				\$3.00
							TOTAL USER			\$3.00
DHICKS	06/01/2020	A00264649	Convergint Technologies, LLC	P0054489	05/27/2020	05/27/2020				\$4,027.00
							TOTAL USER			\$4,027.00
DRIOS	06/13/2020	A00000456	Uribe, Jose	P0054525	06/11/2020	06/11/2020				\$190.00
							TOTAL USER			\$190.00
HCASH	06/11/2020	A00200862	Taft College Bookstore	P0054500	06/03/2020	06/04/2020				\$675.42
							TOTAL USER			\$675.42
JMADDING	06/09/2020	A00200228	Dave's Glass Shop	P0054495	06/02/2020	06/02/2020				\$130.31
		A00200555	McGraw-Hill	P0054515	06/08/2020	06/08/2020				\$10,080.00
		A00233853	Kern Glass & Aluminum Compan	P0054494	06/02/2020	06/02/2020				\$500.00
				P0054496	06/02/2020	06/02/2020				\$2,400.00
		A00285820	O'Connor Construction Manage	P0054506	06/04/2020	06/04/2020				\$1,280.00
	06/10/2020	A00313072	Colombo Construction Co., In	P0054516	06/09/2020	06/09/2020				\$145,892.00
06/11/2020	A00200293	United Parcel Service	P0054519	06/10/2020	06/10/2020				\$8,126.99	
							TOTAL USER			\$168,409.30
JROTHGEB	06/11/2020	A00200355	West Kern Water District	P0054487	05/26/2020	05/26/2020				\$68.00
	06/22/2020	A00200282	True Value Home Center	P0054513	06/04/2020	06/04/2020				\$8.13
		A00277845	Double D Cleaning Service	P0054512	06/04/2020	06/04/2020				\$240.00
		A00275443	WestAir Gases & Equipment In	P0054511	06/04/2020	06/04/2020				\$286.44

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
	06/25/2020	A00200355	West Kern Water District	P0054542	06/25/2020	07/01/2020				\$68.00
							TOTAL USER			\$670.57
KALLIKAS	06/15/2020	A00200498	Office Depot	P0054521	06/11/2020	06/11/2020				\$156.38
	06/25/2020	A00200498	Office Depot	P0054541	07/01/2020	07/01/2020				\$156.38
							TOTAL USER			\$312.76
MBLANCO	06/09/2020	A00211077	Strata Information Group	P0054508	06/04/2020	06/04/2020				\$18,196.00
							TOTAL USER			\$18,196.00
MWHITE	06/09/2020	A00200629	Grainger	P0054505	06/04/2020	06/04/2020				\$106.83
		A00308504	Wright Express FSC	P0054498	06/02/2020	06/02/2020				\$121.27
	06/11/2020	A00200282	True Value Home Center	P0054518	06/10/2020	06/10/2020				\$750.00
	06/15/2020	A00200629	Grainger	P0054524	06/11/2020	06/11/2020				\$1,068.22
		A00298573	SmartSign	P0054523	06/11/2020	06/11/2020				\$1,300.00
	06/16/2020	A00200017	A.P.I. Plumbing	P0054522	06/11/2020	06/11/2020				\$288.50
							TOTAL USER			\$3,634.82
NFIGUEROA	06/01/2020	A00242376	Roam, Brittany	P0054490	05/28/2020	05/28/2020				\$598.00
		A00291587	Silva, Jessica Jasmine.	P0054491	05/28/2020	05/28/2020				\$176.00
	06/03/2020	A00289798	Vasquez, Michelle Diane.	P0054501	06/03/2020	06/03/2020				\$50.00
	06/09/2020	A00265029	Nunez, Jessica Ashley.	P0054510	06/04/2020	06/04/2020				\$125.00
							TOTAL USER			\$949.00
SCRISS	06/01/2020	A00259082	Lozano Smith, LLP	P0054488	05/27/2020	05/27/2020				\$5,000.00
							TOTAL USER			\$5,000.00
SJEWELL	06/24/2020	A00284437	Council for Opportunity in E	P0054532	07/01/2020	07/01/2020				\$3,250.00
	06/25/2020	A00247325	WESTOP	P0054538	07/01/2020	07/01/2020				\$375.00
							TOTAL USER			\$3,625.00
TROMANDIA	06/30/2020	A00200862	Taft College Bookstore	P0054552	07/01/2020	07/01/2020				\$93.31
							TOTAL USER			\$93.31
TROWDEN	06/08/2020	A00200238	Department of Justice	P0054492	05/28/2020	05/28/2020				\$752.00
	06/10/2020	A00318246	Castano Bishop, Marianne	P0054493	05/28/2020	05/28/2020				\$854.40
	06/15/2020	A00243587	United Healthcare Insurance	P0054527	07/01/2020	07/01/2020				\$25,030.30
	06/22/2020	A00201787	Standard Insurance Company	P0054530	07/01/2020	07/01/2020				\$1,745.85
	06/25/2020	A00243587	United Healthcare Insurance	P0054546	07/01/2020	07/01/2020				\$270,600.00
		A00243588	AARP Health Care Options	P0054547	07/01/2020	07/01/2020				\$240,000.00
		A00312575	CUPA-HR	P0054539	07/01/2020	07/01/2020				\$1,265.00
		A00317367	Quadient Leasing USA, Inc.	P0054540	07/01/2020	07/01/2020				\$3,192.00

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1-June-2020 through 30-June-2020

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USER ID	ACTIVITY DATE	VENDOR NUMBER	VENDOR NAME	PURCHASE ORDER NUMBER	PURCHASE ORDER DATE	REQ. DATE	PURCHASE ORDER AMOUNT	CL	C	A
		A00317424	Quadient Finance USA, Inc.	P0054544	07/01/2020	07/01/2020				\$10,000.00
							TOTAL USER			\$553,439.55

**West Kern Community College District  
Board of Trustees Meeting  
July 8, 2020**

**Agenda Item 12.**

**A. Academic Employment**

**1. 2020-21 Temporary Contract Faculty Assignments**

Item	Name	Assignment	Months/Year	Class/Step	Annual Salary	Effective Date
a.	Richards, Kristi	Career Development Counselor	10 mo.	VI-6	\$78,100.00	8/17/20 - 5/21/21

**2. 2020-21 Tenured Faculty Assignments**

Item	Name	Assignment	Months/Year	Class/Step	Annual Salary	Effective Date
a.	Chaidez, Joe'll	Career Technical Educational Counselor	12 mo.	VII-15	\$130,378.00	7/1/20

**3. 2020-2021 Division Chair Stipends**

Item	Name	Assignment	Stipend Amount	Effective Date
a.	Bandy, Kanoe	Allied Health/Applied Tech Division Chair	\$10,384.30 (\$1,038.43/month)	8/17/2020 - 5/21/2021
b.	Carlson, Kamala	English Language Division Division Chair	\$10,384.30 (\$1,038.43/month)	8/17/2020 - 5/21/2021
c.	Chaidez, Joe'll	Learning Support Division Chair	\$9,086.27 (\$908.63/month)	8/17/2020 - 5/21/2021
d.	Jiles, Michael	Social Science Division Chair	\$11,682.34 (\$1,168.23/month)	8/17/2020 - 5/21/2021
e.	Mayfield, Michael	Math/Science Division Chair	\$11,682.34 (\$1,168.23/month)	8/17/2020 - 5/21/2021
f.	Rodenhauser, Debora	Business, Arts, & Humanities Division Chair	\$10,384.30 (\$1,038.43/month)	8/17/2020 - 5/21/2021

**4. 2019-20 Extra Duty-Hourly**

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Alvarez, Maria	CAPP Outreach Activities	3	\$72.93*	1/1/20-6/30/20
↓	Durkan, Jana	CAPP Outreach Activities	3	\$72.93*	1/1/20-6/30/20
↓	Haiungs, Stacey	CAPP Outreach Activities	3	\$72.93*	1/1/20-6/30/20
↓	Mendenhall, Janis	CAPP Outreach Activities	3	\$72.93*	1/1/20-6/30/20
↓	Morris, Kelly	CAPP Outreach Activities	3	\$72.93*	1/1/20-6/30/20
↓	Sahagun, Joanie	CAPP Outreach Activities	3	\$72.93*	1/1/20-6/30/20

\*Not to exceed 40 hours.



## 5. 2020 Adjunct Assignments

Item	Name	Assignment	Step	Hourly Rate	Effective Date
a.	Fariss, Jeff	Adjunct- EMT	3	\$72.93	7/13/20
b.	Ledgitt, Nick	Adjunct- EMT	3	\$72.93	7/13/20
c.	Payne, Aarron	Adjunct- Welding	3	\$72.93	7/13/20
d.	Stancil, Karen	Adjunct Pool: Biology	3	\$72.93	8/24/20
e.	Webster, Stephanie	Adjunct Pool: Biology	1	\$62.07	8/24/20
f.	Fore, Raquel	Adjunct Pool: Business Entrepreneurship	3	\$72.93	8/24/20
g.	Layne, David	Adjunct Pool: Business Entrepreneurship	3	\$72.93	8/24/20
h.	Reid, Lester	Adjunct Pool: Business –General Accounting	3	\$72.93	8/24/20
i.	Lee, Seungju	Adjunct Pool: Math	1	\$62.07	8/24/20
j.	Narup, Nicholas	Adjunct Pool: Math	3	\$72.93	8/24/20
k.	Anderson, Ian	Adjunct Pool: Political Science	2	\$65.02	8/24/20
l.	Barraza, Austin	Adjunct Pool: Political Science	1	\$62.07	8/24/20
m.	Rangel-Escobedo, Juana	Adjunct Pool: Psychology	3	\$72.93	8/24/20

**West Kern Community College District  
Board of Trustees Meeting  
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**Agenda Item 12.**

**B. Classified Employment**

Item	Name	Position	% Assignment	Range/ Step	Salary	Term	Effective Date
<b>1. Classified</b>							
a.	Ayon, Delia	Temporary Bookstore Clerk	100%	1A	\$13.00/hour	As Needed	7/20/20
↓	Bazan, Lizette	Temporary Bookstore Clerk	100%	1A	\$13.00/hour	As Needed	7/20/20
↓	Eterno, Jacqueline	Temporary Bookstore Clerk	100%	1A	\$13.00/hour	As Needed	7/20/20
↓	Robertson, Andrew	Temporary Bookstore Clerk	100%	1A	\$13.00/hour	As Needed	7/20/20
↓	Romero, Victor	Temporary Bookstore Clerk	100%	1A	\$13.00/hour	As Needed	7/20/20
↓	Satouf, Alaa	Temporary Bookstore Clerk	100%	1A	\$13.00/hour	As Needed	7/20/20
↓	Shelley, Kristine	Temporary Bookstore Clerk	100%	1A	\$13.00/hour	As Needed	7/20/20
↓	Steele, Hailey	Temporary Bookstore Clerk	100%	1A	\$13.00/hour	As Needed	7/20/20
↓	Sun, Kevin	Temporary Bookstore Clerk	100%	1A	\$13.00/hour	As Needed	7/20/20
↓	Zarate, Vania	Temporary Bookstore Clerk	100%	1A	\$13.00/hour	As Needed	7/20/20
b.	Hoffman, Stacy	Substitute Food Service Worker	100%	1A	\$13.00/hour	As Needed	7/9/20
↓	Lee, Mildred	Substitute Food Service Worker	100%	1A	\$13.00/hour	As Needed	7/9/20
↓	Martin, Kim	Substitute Food Service Worker	100%	1A	\$13.00/hour	As Needed	7/9/20
c.	Hudson, Brandi	Temporary Office Manager CDC	100%	24A	\$22.91/hour	As Needed	7/9/20
d.	Hill, Zhang	Math Tutor	100%	13F	\$19.25/hour	47.5%	7/9/20
e.	Wise, Orion	Tutor	100%	13A	\$17.46/hour	47.5%	7/9/20

C. Resignations/Retirements

Item	Name	Position	% Assignment	Range/ Step	Salary	Term	Effective Date
a.	Kent Miller	Supplemental Instructional Assistant	--	--	--	--	6/30/20

**WEST KERN COMMUNITY COLLEGE DISTRICT GENERAL FUND UNRESTRICTED  
 BUDGETED SOURCES OF FUNDS AT ACCOUNT LEVEL 1  
 REVENUE ACCOUNTS FISCAL YEAR 2019-2020  
 FOR THE MONTH ENDING JUNE 30, 2020**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances	Balance
8600	State Revenues	20,536,300	20,536,300	21,133,755	0	-597,455
8800	Local Revenues	8,044,411	8,155,667	8,289,828	0	-134,161
<b>Summary</b>		<b>28,580,711</b>	<b>28,691,967</b>	<b>29,423,583</b>	<b>0</b>	<b>-731,616</b>

**West Kern Community College District General Fund Unrestricted  
 Budgeted Sources of Funds at Account Level 1  
 Expenditure Accounts Fiscal Year 2019-20  
 For the Month Ending June 30, 2020**

Account Level	Account Level Description	Adopted Budget	Adjusted Budget	YTD Activity	Encumbrances
1000	Academic Salaries	9,789,915	9,537,947	9,210,697	0
2000	Classified & Other Nonacademic Salaries	5,633,812	5,865,910	5,253,828	0
3000	Employee Benefits	7,513,782	7,516,937	6,562,938	0
4000	Supplies and Materials	489,456	473,637	336,487	4,724
5000	Other Operating Expenses & Services	4,417,483	4,495,933	3,167,454	661,300
6000	Capital Outlay	209,208	236,603	143,881	39,521
7000	Other Outgo	128,055	101,000	12,181	0
7200	Transfers	399,000	464,000	417,380	5,696
<b>Summary</b>		<b>28,580,711</b>	<b>28,691,967</b>	<b>25,104,846</b>	<b>711,241</b>

Balance
327,249
612,082
953,999
132,427
667,180
53,201
88,819
40,924
<b>2,875,880</b>

**Disbursement Register of Expenditures Greater than \$10,000  
For the Month of June 2020**

Check Number	Check Date	Vendor Name	Description	Net Amount
78048029	06/03/2020	P. G. & E.	PG&E - District - 19-20 Open PO	10,806.49
78048053	06/03/2020	United Healthcare Insurance Company	19-20 Retiree Supplemental Health	24,448.20
78048176	06/15/2020	American Express	AMEX - year end PO	10,221.80
78048198	06/15/2020	Oak Hall Cap and Gown	Graduation Regalia	14,167.07
78048206	06/15/2020	School Datebooks	2020-2021 Student Planners	10,158.72
78048225	06/15/2020	TC State Financial Aid Clearing Account	Draw SSCG P2 Adjustment to Clearing for Bank Mobil	16,453.00
78048233	06/15/2020	West Kern Adult Education Network JPA	2019-20 Adult Education Block Grant - Passthrough	69,387.00
78048235	06/15/2020	Westec	WESTEC - 19-20 Open PO for 300 FTES	17,928.75
78048242	06/17/2020	AARP Health Care Options	19-20 Retiree Supp RX Plan	17,927.69
78048244	06/17/2020	AP Architects	AP Architects - Student Center - Year End PO	15,641.87
78048253	06/17/2020	BSK & Associates, Inc.	BSK - Open PO - Solar Project	16,548.01
78048260	06/17/2020	Colombo Construction Co., Inc.	Colombo Const - Pay App 3	575,676.82
78048260	06/17/2020	Colombo Construction Co., Inc.	Colombo Const - Release Holdout from Pay App 2	145,892.00
78048273	06/17/2020	John Karwoski	J. Karwoski - Inspection Svcs January to June 2020	10,920.00
78048278	06/17/2020	Montgomery Hardware Co.	Door Lock/Hardware Replacement	11,116.86
78048289	06/17/2020	P. G. & E.	PG&E - District - 19-20 Open PO	22,155.32
78048300	06/17/2020	Strata Information Group	Inv#32815	18,196.00
78048301	06/17/2020	SWACC	SWACC - 20-21 Insurance Renewal - Liability	145,140.00
78048317	06/17/2020	West Kern Adult Education Network JPA	2019-20 Adult Education Block Grant - Passthrough	69,386.00
78048396	06/22/2020	P. G. & E.	PG&E - District - 19-20 Open PO	17,668.46
				<b>1,239,840.06</b>

**ASO 2019/20**  
**Balance Sheet**  
As of May 31, 2020

May 31, 2020

**ASSETS**

**Current Assets**

**Checking/Savings**

ASO Safe 1 233,363.09

ASO Safe 1 - Savings 143.70

**Total Checking/Savings** 233,506.79

**Total Current Assets** 233,506.79

**TOTAL ASSETS** 233,506.79

**LIABILITIES & EQUITY**

**Equity**

**Restricted Funds**

Anime and Above 1,692.00

Art Club 834.00

ASO Athletics 42,786.58

ASO General - Interest 95.73

ASO General - Bank Charges -218.33

ASO General - Operating 120,527.49

ASSE 385.43

Baseball Club 189.70

Best Buddies 3,712.26

Cougar Echo 773.50

**D.H. GENERAL**

D.H. CLASS OF 2021 673.00

D.H. CLASS OF 2020 4,669.56

D.H. GENERAL - Other 3,346.77

**Total D.H. GENERAL** 8,689.33

ECE 3,518.99

Golf Club - Mens 1,365.00

Golf Club - Womens 1,121.25

Intersity Club 1,748.37

Literary Club 1,831.53

NSLS Club 3,905.15

On Our Own 770.81

Performing Arts 3,402.62

Phi Theta Kappa 700.00

Roleplaying Game Club 745.42

Soccer Club - Mens 3,063.01

Soccer Club - Womens 3,035.40

Social Science/ Research 3,239.31

Softball Fund 658.75

Spectrum 1,482.45



**ASO 2019/20**  
**Balance Sheet**  
**As of May 31, 2020**

STEM	3,972.40
TC Cares	609.00
TIL Reunion	1,461.73
Uniform Replacement	12,577.71
Veterans Club	1,639.91
Women's Athletic Club	3,164.17
Women's Basketball Club	26.12
<b>Total Restricted Funds</b>	<b>233,506.79</b>
<b>Total Equity</b>	<b>233,506.79</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>233,506.79</b>

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
SEC.26900-26902 GOV.CODE

USER NAME  
Mindy Jewell  
SUBMIT DATE  
Jun 04, 2020 12:44:54PM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
DEPT NO. 0886  
EROD NO.  
524853

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$611.82

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$611.82	\$611.82

TOTAL DEPOSIT: \$611.82

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$611.82 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
CARD: \$0.00  
NOTES: DEPOSIT #200158

SECTION 26901 GOVERNMENT CODE  
I HEREBY SWEAR THAT THIS IS A TRUE AND  
CORRECT RECORD OF THE TOTAL AMOUNT  
DUE THE KERN COUNTY TREASURER TO  
AND INCLUDING:

NOT PROCESSED

NOT SIGNED  
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED  
TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE  
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS  
Date last used from: 06/04/2020 To 06/04/2020  
Transaction Number from: 200158 To 200158  
Date entered from: 00/00/0000 To 99/99/9999

J70113 DC0100 L.00.01 06/04/20 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
200158	06/04/2020	06/04/2020	WKCCD DEPOSIT		611.82
1.	78	BOOKSTORE SALES		31000-423-8841-69100	611.82
				TOTAL AMOUNT	611.82
				DISTRICT TOTAL	611.82
				GRAND TOTAL	611.82

ENTERED BY: MDJB UNAPPROVED

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jun 04, 2020 12:46:02PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 524854

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$1,796.00

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$1,796.00	\$1,796.00

TOTAL DEPOSIT: \$1,796.00

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$1,796.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #200159

SECTION 26901 GOVERNMENT CODE  
 I HEREBY SWEAR THAT THIS IS A TRUE AND  
 CORRECT RECORD OF THE TOTAL AMOUNT  
 DUE THE KERN COUNTY TREASURER TO  
 AND INCLUDING:

NOT PROCESSED  
 NOT SIGNED \_\_\_\_\_  
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED  
 NOT SIGNED \_\_\_\_\_  
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE  
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS  
 Date last used from: 06/04/2020 To 06/04/2020  
 Transaction Number from: 200159 To 200159  
 Date entered from: 00/00/0000 To 99/99/9999

J70115 DC0100 L.00.01 06/04/20 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
200159	06/04/2020	06/04/2020	WKCCD DEPOSIT		
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	
ENTERED BY: MDJB UNAPPROVED					1,796.00
TOTAL AMOUNT					1,796.00
DISTRICT TOTAL					1,796.00
GRAND TOTAL					1,796.00

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jun 04, 2020 12:48:03PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO. 0886  
 EROD NO.  
 524855

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$261,694.99**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$1,228.87	\$1,228.87
RESTRICTED FUND	84097	0886	5490	\$108,932.21	\$108,932.21
CHILD DEVELOPMENT	84496	0886	5490	\$120,229.81	\$120,229.81
TIL	84697	0886	5490	\$12,297.12	\$12,297.12
CAFETERIA	84699	0886	5490	\$19,006.98	\$19,006.98

TOTAL DEPOSIT: **\$261,694.99**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$261,694.99 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #200160

SECTION 26901 GOVERNMENT CODE  
 I HEREBY SWEAR THAT THIS IS A TRUE AND  
 CORRECT RECORD OF THE TOTAL AMOUNT  
 DUE THE KERN COUNTY TREASURER TO  
 AND INCLUDING:

**NOT PROCESSED**

NOT SIGNED  
 AUDITOR'S AUTHORIZED SIGNATURE

**NOT PROCESSED**

NOT SIGNED  
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE  
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS  
 Date last used from: 06/04/2020 To 06/04/2020  
 Transaction Number from: 200160 To 200160  
 Date entered from: 00/00/0000 To 99/99/9999

J70116 DC0100 L.00.01 06/04/20 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
200160	06/04/2020	06/04/2020	WKCCD DEPOSIT		
					ENTERED BY: MDJB UNAPPROVED
1.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300	695.78
2.	78	REIMBURSEMENT		11000-114-5971-66005	85.09
3.	78	DEGREE VERIFY		11000-301-8879-64500	448.00
4.	78	FEDERAL WORK STUDY		12401-353-8153-64600	13,237.29
5.	78	FWS ADMIN ALLOWANCE		12401-353-8151-64600	661.71
6.	78	LIBRARY PROGRAMS		12201-203-8892-61200	1,235.25
7.	78	TRIO		12000-340-8199-64951	55,000.00
8.	78	FOUNDATION SALARIES		12000-114-8892-70999	9,002.56
9.	78	STRONG WORKFORCE		12642-223-8647-68900	3,101.48
10.	78	REIMBURSEMENT		12000-401-8892-00000	26,391.92
11.	78	REIMBURSEMENT		12904-223-5710-60103	302.00
12.	78	CAFETERIA SALES		32000-422-8841-69400	19,006.98
13.	78	CC GENERAL		33428-310-8621-69200	48,430.00
14.	78	CC GENERAL		33428-310-8621-69250	1,789.43
15.	78	CC STATE PRESCHOOL		33528-310-8621-69200	59,688.00
16.	78	CC STATE PRESCHOOL		33528-310-8621-69250	2,836.40
17.	78	CC MIGRANT BILINGUAL		33591-310-8621-69200	7,224.00
18.	78	CC MIGRANT ED GRANT		33588-310-8621-69250	261.98
19.	78	TIL BUILDING		39000-314-8821-64991	11,326.00
20.	78	TIL FACILITY RENTAL		39000-314-8896-64991	873.00
21.	78	REIMBURSEMENT		39000-314-5633-64991	60.80
22.	78	REIMBURSEMENT		39000-314-5810-64991	37.32
TOTAL AMOUNT					261,694.99
DISTRICT TOTAL					261,694.99
GRAND TOTAL					261,694.99

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jun 11, 2020 01:14:47PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO.  
 0886  
 EROD NO.  
 525303

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$1,693.17

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$1,693.17	\$1,693.17

TOTAL DEPOSIT: \$1,693.17

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$1,693.17 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #200161

SECTION 26901 GOVERNMENT CODE  
 I HEREBY SWEAR THAT THIS IS A TRUE AND  
 CORRECT RECORD OF THE TOTAL AMOUNT  
 DUE THE KERN COUNTY TREASURER TO  
 AND INCLUDING:

**NOT PROCESSED**

NOT SIGNED  
 AUDITOR'S AUTHORIZED SIGNATURE

**NOT PROCESSED**

NOT SIGNED  
 TTC AUTHORIZED SIGNATURE



078 WEST KERN COMM. COLLEGE  
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS  
Date last used from: 06/11/2020 To 06/11/2020  
Transaction Number from: 200161 To 200161  
Date entered from: 00/00/0000 To 99/99/9999

J74269 DC0100 L.00.01 06/11/20 PAGI

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
200161	06/11/2020	06/11/2020	WKCCD DEPOSIT		
1.	78	BOOKSTORE SALES		31000-423-8841-69100	
				ENTERED BY: MDJB UNAPPROVED	1,693.17
				TOTAL AMOUNT	1,693.17
				DISTRICT TOTAL	1,693.17
				GRAND TOTAL	1,693.17

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jun 11, 2020 01:15:52PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 525304

DEPT NO.  
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$5,170.00

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$5,170.00	\$5,170.00

TOTAL DEPOSIT: \$5,170.00

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$5,170.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #200162

SECTION 26901 GOVERNMENT CODE  
 I HEREBY SWEAR THAT THIS IS A TRUE AND  
 CORRECT RECORD OF THE TOTAL AMOUNT  
 DUE THE KERN COUNTY TREASURER TO  
 AND INCLUDING:

NOT PROCESSED

NOT SIGNED  
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED  
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE  
 WKCCD DEPOSIT

DEPOSIT TRANSACTIONS  
 Date last used from: 06/11/2020 To 06/11/2020  
 Transaction Number from: 200162 To 200162  
 Date entered from: 00/00/0000 To 99/99/9999

J74270 DC0100 L.00.01 06/11/20 PAG

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
200162	06/11/2020	06/11/2020	WKCCD DEPOSIT		5,170.00
1.	78	STUDENT RECEIPTS		11000-000-9161-00000	5,170.00
				ENTERED BY: MDJB UNAPPROVED	
				TOTAL AMOUNT	5,170.00
				DISTRICT TOTAL	5,170.00
				GRAND TOTAL	5,170.00

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jun 11, 2020 01:19:19PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 525305

DEPT NO.  
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$82,863.85**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$42,964.20	\$42,964.20
TIL	84697	0886	5490	\$11,356.36	\$11,356.36
BOOKSTORE	84698	0886	5490	\$25,858.77	\$25,858.77
CAFETERIA	84699	0886	5490	\$2,684.52	\$2,684.52

TOTAL DEPOSIT: **\$82,863.85**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$82,863.85 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00 NOTES: DEPOSIT #200163**

SECTION 26901 GOVERNMENT CODE  
 I HEREBY SWEAR THAT THIS IS A TRUE AND  
 CORRECT RECORD OF THE TOTAL AMOUNT  
 DUE THE KERN COUNTY TREASURER TO  
 AND INCLUDING:

**NOT PROCESSED**

NOT SIGNED  
 AUDITOR'S AUTHORIZED SIGNATURE

**NOT PROCESSED**

NOT SIGNED  
 TTC AUTHORIZED SIGNATURE

078 WEST KERN COMM. COLLEGE  
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS  
Date last used from: 06/11/2020 To 06/11/2020  
Transaction Number from: 200163 To 200163  
Date entered from: 00/00/0000 To 99/99/9999

J74271 DC0100 L.00.01 06/11/20 PAGE

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
LN.	DI	DETAIL	DESCR		
200163	06/11/2020	06/11/2020	WKCCD DEPOSIT		
				ENTERED BY: MDJB	UNAPPROVED
1.	78	INSURANCE	REIMBURSEMENTS	11000-412-8876-67300	589.20
2.	78	REIMBURSEMENT		11000-000-0000-73900	125.00
3.	78	OPEB		11000-412-5990-73900	42,250.00
4.	78	BOOKSTORE		31000-423-8841-69100	25,858.77
5.	78	CAFETERIA SALES		32000-422-8841-69400	2,684.52
6.	78	TIL		39000-314-8821-64991	11,326.00
7.	78	REIMBURSEMENT		39000-314-5633-64991	16.00
8.	78	REIMBURSEMENT		39000-314-5810-64991	14.36
				TOTAL AMOUNT	82,863.85
				DISTRICT TOTAL	82,863.85
				GRAND TOTAL	82,863.85

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
SEC.26900-26902 GOV.CODE

USER NAME  
Michelle Drake  
SUBMIT DATE  
Jun 11, 2020 11:01:41AM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
525287

DEPT NO.  
0811

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY SUPERINTENDENT OF SCHOOLS-CSSF  
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$854.21**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
WKCCD	84096	0886	5490	\$854.21	\$854.21

TOTAL DEPOSIT: **\$854.21**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: PICKUP ACCOUNT DEPOSITED: CSSF CASH: \$0.00 CHECKS: \$854.21 DIRECT DEPOSIT: \$0.00 CREDIT**  
**CARD: \$0.00**  
**NOTES: AGRE DCP PALM SPRINGS HOTEL REIMBURSEMENT CK # 22283**

SECTION 26901 GOVERNMENT CODE  
I HEREBY SWEAR THAT THIS IS A TRUE AND  
CORRECT RECORD OF THE TOTAL AMOUNT  
DUE THE KERN COUNTY TREASURER TO  
AND INCLUDING:

**NOT PROCESSED**

NOT SIGNED  
AUDITOR'S AUTHORIZED SIGNATURE

**NOT PROCESSED**

NOT SIGNED  
TTC AUTHORIZED SIGNATURE

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Amanda Bauer  
 SUBMIT DATE  
 Jun 29, 2020 10:42:41AM

PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME

DEPT NO.  
 0886

EROD NO.  
 526485

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$2,607,793.00**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
June 2020 Apportionment	84096	0886	5490	\$2,254,864.00	\$2,254,864.00
June 2020 Apportionment	84097	0886	5490	\$352,929.00	\$352,929.00

**TOTAL DEPOSIT: \$2,607,793.00**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$2,607,793.00 CREDIT CARD: \$0.00 NOTES: Deposit # 200169
--

SECTION 26901 GOVERNMENT CODE  
 I HEREBY SWEAR THAT THIS IS A TRUE AND  
 CORRECT RECORD OF THE TOTAL AMOUNT  
 DUE THE KERN COUNTY TREASURER TO  
 AND INCLUDING:

**NOT PROCESSED**  
NOT SIGNED  
 AUDITOR'S AUTHORIZED SIGNATURE

**NOT PROCESSED**  
NOT SIGNED  
 TTC AUTHORIZED SIGNATURE

DEPOSIT TRANSACTIONS

Date last used from: 00/00/0000 To 99/99/9999  
 Transaction Number from: 200169 To 200169  
 Date entered from: 00/00/0000 To 99/99/9999

				APPROVED AND UNAPPROVED TRANSACTIONS				
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-			AMOUNT	A/R
LN.	DI	DETAIL	DESCR					
200169	06/29/2020	06/29/2020	June 2020 Apportionment	ENTERED BY: AMB UNAPPROVED				
1.	78	June 2020	Apportionment	11000-000-8612-00000			2,201,606.00	N
2.	78	June 2020	Apportionment	11000-000-8618-00000			10,057.00	N
3.	78	June 2020	Apportionment	11006-201-8633-00000			8,819.00	N
4.	78	June 2020	Apportionment	11006-201-8633-00000			28,274.00	N
5.	78	June 2020	Apportionment	12551-353-8615-64600			3,849.00	N
6.	78	June 2020	Apportionment	12551-353-8625-64600			13,639.00	N
7.	78	June 2020	Apportionment	12000-303-8622-64300			34,522.00	N
8.	78	June 2020	Apportionment	12000-305-8624-64301			4,345.00	N
9.	78	June 2020	Apportionment	12000-311-8623-64200			20,667.00	N
10.	78	June 2020	Apportionment	12000-311-8660-64200			834.00	N
11.	78	June 2020	Apportionment	12600-309-8627-64992			11,912.00	N
12.	78	June 2020	Apportionment	12000-304-8630-00000			16,453.00	N
13.	78	June 2020	Apportionment	12000-319-8644-00000			131,168.00	N
14.	78	June 2020	Apportionment	12050-431-8654-00000			1,416.00	N
15.	78	June 2020	Apportionment	12060-113-8634-67801			1,416.00	N
16.	78	June 2020	Apportionment	12000-318-8699-64800			18,551.00	N
17.	78	June 2020	Apportionment	12558-223-8647-60103			21,015.00	N
18.	78	June 2020	Apportionment	12603-125-8643-68900			69,386.00	N
19.	78	June 2020	Apportionment	11000-000-8612-00000			6,108.00	N
20.	78	June 2020	Apportionment	12551-353-8615-64600			3,756.00	N
TOTAL AMOUNT							2,607,793.00	*
DISTRICT TOTAL							2,607,793.00	**
GRAND TOTAL							2,607,793.00	***



**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Amanda Bauer  
 SUBMIT DATE  
 Jun 29, 2020 10:37:36AM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 526480

DEPT NO.  
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$148,697.71**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
2019-20 Qtr 3 Lottery Funds - Non-Prop 20	84096	0886	5490	\$78,530.92	\$78,530.92
2019-20 Qtr 3 Lottery Funds - Prop 20	84097	0886	5490	\$70,166.79	\$70,166.79

TOTAL DEPOSIT: **\$148,697.71**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$148,697.71 CREDIT CARD: \$0.00**  
 NOTES: Deposit # 200170

SECTION 26901 GOVERNMENT CODE  
 I HEREBY SWEAR THAT THIS IS A TRUE AND  
 CORRECT RECORD OF THE TOTAL AMOUNT  
 DUE THE KERN COUNTY TREASURER TO  
 AND INCLUDING:

**NOT PROCESSED**  
NOT SIGNED  
 AUDITOR'S AUTHORIZED SIGNATURE

**NOT PROCESSED**  
NOT SIGNED  
 TTC AUTHORIZED SIGNATURE

DEPOSIT TRANSACTIONS

Date last used from: 00/00/0000 To 99/99/9999  
 Transaction Number from: 200170 To 200170  
 Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT	A/R
LN.	DI	DETAIL	DESCR			
200170	06/29/2020	06/29/2020	FY 19-20 QTR 3 Lottery	ENTERED BY: AMB	UNAPPROVED	
1.	78	19-20 Qtr 3	Unrestricted	11477-000-8681-00000	78,530.92	N
2.	78	19-20 Qtr 3	Restricted	12477-000-8681-00000	70,166.79	N
TOTAL AMOUNT					148,697.71	*
DISTRICT TOTAL					148,697.71	**
GRAND TOTAL					148,697.71	***

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
**Amanda Bauer**  
 SUBMIT DATE  
**Jun 30, 2020 02:55:18PM**  
 PROCESS DATE  
**NOT PROCESSED AT THIS TIME**  
 DEPT NO. 0886  
 EROD NO.  
**526683**

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY **WEST KERN COMMUNITY COLLEGE DIST-GENERAL** IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$157.94**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
Prior Year 2018-19 Lottery Apportionment Adjustment	84096	0886	5490	\$157.94	\$157.94

TOTAL DEPOSIT: **\$157.94**

**GENERAL DEPOSIT NOTES:**

**SITE OF DEPOSIT:** TTC **ACCOUNT DEPOSITED:** General **CASH:** \$0.00 **CHECKS:** \$0.00 **DIRECT DEPOSIT:** \$157.94 **CREDIT CARD:** \$0.00  
 NOTES: Deposit # 200172

SECTION 26901 GOVERNMENT CODE  
 I HEREBY SWEAR THAT THIS IS A TRUE AND CORRECT RECORD OF THE TOTAL AMOUNT DUE THE KERN COUNTY TREASURER TO AND INCLUDING:

**NOT PROCESSED**

NOT SIGNED  
 AUDITOR'S AUTHORIZED SIGNATURE

**NOT PROCESSED**

NOT SIGNED  
 TTC AUTHORIZED SIGNATURE

DEPOSIT TRANSACTIONS  
 Date last used from: 00/00/0000 TO 99/99/9999  
 Transaction Number from: 200172 TO 200172  
 Date entered from: 00/00/0000 TO 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS  
 -FUND-ORG-ACCT-PROGR-

NUMBER	DATE	ENTERED	DESCRIPTION	AMOUNT	A/R
200172	06/30/2020	06/30/2020	2018-19 Prior Year Lottery Adj	157.94	N
	1. 78	18-19 Prior Year Lottery Adjus	11477-000-8681-00000	157.94 *	
TOTAL AMOUNT				157.94	**
DISTRICT TOTAL				157.94	***
GRAND TOTAL				157.94	***

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
SEC.26900-26902 GOV.CODE

USER NAME  
Amanda Bauer  
SUBMIT DATE  
Jun 30, 2020 02:52:23PM  
PROCESS DATE  
NOT PROCESSED AT  
THIS TIME  
EROD NO.  
526682

DEPT NO.  
0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$1,215.71

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
19-20 Lottery Apportionment Adjustment	84096	0886	5490	\$1,215.71	\$1,215.71

TOTAL DEPOSIT: \$1,215.71

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: TTC ACCOUNT DEPOSITED: General CASH: \$0.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$1,215.71 CREDIT  
CARD: \$0.00  
NOTES: Deposit # 200171

SECTION 26901 GOVERNMENT CODE  
I HEREBY SWEAR THAT THIS IS A TRUE AND  
CORRECT RECORD OF THE TOTAL AMOUNT  
DUE THE KERN COUNTY TREASURER TO  
AND INCLUDING:

NOT PROCESSED  
NOT SIGNED  
AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED  
NOT SIGNED  
TTC AUTHORIZED SIGNATURE

DEPOSIT TRANSACTIONS  
 Date last used from: 00/00/0000 To 99/99/9999  
 Transaction Number from: 200171 To 200171  
 Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

-----  
 NUMBER DATE ENTERED DESCRIPTION -FUND-ORG-ACCT-PROGR- AMOUNT A/R  
 LN. DI DETAIL DESCR

200171	06/30/2020	06/30/2020	2019-20 Lottery Adjustment	11477-000-8681-000000	1,215.71	N
1.	78	2019-20	Lottery Adjustment		1,215.71	*
TOTAL AMOUNT					1,215.71	**
DISTRICT TOTAL					1,215.71	***
GRAND TOTAL					1,215.71	***

UNAPPROVED

TOTAL AMOUNT

DISTRICT TOTAL

GRAND TOTAL

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jun 25, 2020 01:49:07PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO. 0886  
 EROD NO. 526331

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$14,777.57

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
CREDIT CARD STUDENT RECEIPTS	84096	0886	5490	\$14,777.57	\$14,777.57

TOTAL DEPOSIT: \$14,777.57

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$14,777.57 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00  
 NOTES: DEPOSIT #200164

SECTION 26901 GOVERNMENT CODE  
 I HEREBY SWEAR THAT THIS IS A TRUE AND CORRECT RECORD OF THE TOTAL AMOUNT DUE THE KERN COUNTY TREASURER TO AND INCLUDING:

NOT PROCESSED

NOT SIGNED  
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED  
 TTC AUTHORIZED SIGNATURE

WEST KERN COMM. COLLEGE  
WKCC DEPOSIT

DEPOSIT TRANSACTIONS

J81925 DC0100 L.00.01 06/25/20 PAC

Date last used from: 06/25/2020 To 06/25/2020  
Transaction Number from: 200164 To 200164  
Date entered from: 00/00/0000 To 99/99/9999

APPROVED AND UNAPPROVED TRANSACTIONS

NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-	AMOUNT
164	06/25/2020	06/25/2020	WKCCD DEPOSIT		
1.	78	CREDIT CARD STUDENT RECEIPTS		11000-000-9161-00000	
				ENTERED BY: MDJB UNAPPROVED	
				TOTAL AMOUNT	14,777.57
				DISTRICT TOTAL	14,777.57
				GRAND TOTAL	14,777.57



**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jun 25, 2020 01:50:41PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO. 0886  
 EROD NO. 526332

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$15,742.68

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
CREDIT CARD STUDENT RECEIPTS	84096	0886	5490	\$15,742.68	\$15,742.68

TOTAL DEPOSIT: \$15,742.68

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$15,742.68 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00  
 NOTES: DEPOSIT #200165

SECTION 26901 GOVERNMENT CODE  
 I HEREBY SWEAR THAT THIS IS A TRUE AND CORRECT RECORD OF THE TOTAL AMOUNT DUE THE KERN COUNTY TREASURER TO AND INCLUDING:

NOT PROCESSED

NOT SIGNED  
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED  
 TTC AUTHORIZED SIGNATURE

8 WEST KERN COMM. COLLEGE  
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS  
Date last used from: 06/25/2020 To 06/25/2020  
Transaction Number from: 200165 To 200165  
Date entered from: 00/00/0000 To 99/99/9999

J81926 DC0100 L.00.01 06/25/20 PAC

MEMBER		DATE	ENTERED	DESCRIPTION	APPROVED AND UNAPPROVED TRANSACTIONS		AMOUNT
LN.	DI	DETAIL	DESCR		-FUND-ORG-ACCT-PROGR-		
0165		06/25/2020	06/25/2020	WKCCD DEPOSIT		ENTERED BY: MDJB UNAPPROVED	
1.	78	CREDIT CARD	STUDENT RECEIPTS		11000-000-9161-00000		15,742.68
						TOTAL AMOUNT	15,742.68
						DISTRICT TOTAL	15,742.68
						GRAND TOTAL	15,742.68

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jun 25, 2020 01:51:49PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 526333

DEPT NO.  
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$14,107.60

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
BOOKSTORE	84698	0886	5490	\$14,107.60	\$14,107.60

TOTAL DEPOSIT: \$14,107.60

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$14,107.60 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT  
 CARD: \$0.00  
 NOTES: DEPOSIT #200166

SECTION 26901 GOVERNMENT CODE  
 I HEREBY SWEAR THAT THIS IS A TRUE AND  
 CORRECT RECORD OF THE TOTAL AMOUNT  
 DUE THE KERN COUNTY TREASURER TO  
 AND INCLUDING:

NOT PROCESSED

NOT SIGNED  
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED  
 TTC AUTHORIZED SIGNATURE

WEST KERN COMM. COLLEGE  
CD DEPOSIT

DEPOSIT TRANSACTIONS  
Date last used from: 06/25/2020 To 06/25/2020  
Transaction Number from: 200166 To 200166  
Date entered from: 00/00/0000 To 99/99/9999

J81927 DC0100 L.00.01 06/25/20 PAG

				APPROVED AND UNAPPROVED TRANSACTIONS		
BER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-		AMOUNT
LN.	DI	DETAIL	DESCR			
166	06/25/2020	06/25/2020	WKCCD DEPOSIT		ENTERED BY: MDJB UNAPPROVED	
1.	78	BOOKSTORE SALES		31000-423-8841-69100		14,107.60
					TOTAL AMOUNT	14,107.60
					DISTRICT TOTAL	14,107.60
					GRAND TOTAL	14,107.60

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jun 25, 2020 01:53:01PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 DEPT NO. 0886  
 EROD NO. 526334

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF \$6,534.00

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
STUDENT RECEIPTS	84096	0886	5490	\$6,534.00	\$6,534.00

TOTAL DEPOSIT: \$6,534.00

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$6,534.00 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00  
 NOTES: DEPOSIT #200167

SECTION 26901 GOVERNMENT CODE  
 I HEREBY SWEAR THAT THIS IS A TRUE AND CORRECT RECORD OF THE TOTAL AMOUNT DUE THE KERN COUNTY TREASURER TO AND INCLUDING:

NOT PROCESSED

NOT SIGNED  
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED  
 TTC AUTHORIZED SIGNATURE

WEST KERN COMM. COLLEGE  
D DEPOSIT

DEPOSIT TRANSACTIONS

J81929 DC0100 L.00.01 06/25/20 PAGE

Date last used from: 06/25/2020 To 06/25/2020  
Transaction Number from: 200167 To 200167  
Date entered from: 00/00/0000 To 99/99/9999

				APPROVED AND UNAPPROVED TRANSACTIONS		
ER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-		AMOUNT
LN.	DI	DETAIL	DESCR			
67	06/25/2020	06/25/2020	WKCCD DEPOSIT		ENTERED BY: MDJB UNAPPROVED	
1.	78	STUDENT RECEIPTS		11000-000-9161-00000		6,534.00
					TOTAL AMOUNT	6,534.00 *
					DISTRICT TOTAL	6,534.00 *
					GRAND TOTAL	6,534.00 *

**COUNTY OF KERN**  
**ELECTRONIC RECORD OF DEPOSIT**  
 SEC.26900-26902 GOV.CODE

USER NAME  
 Mindy Jewell  
 SUBMIT DATE  
 Jun 25, 2020 01:56:39PM  
 PROCESS DATE  
 NOT PROCESSED AT  
 THIS TIME  
 EROD NO.  
 526335

DEPT NO.  
 0886

THE AUDITOR - CONTROLLER OF KERN COUNTY, HEREBY CERTIFIES THAT THE AMOUNT DUE  
 THE TREASURER OF SAID COUNTY FOR MONEYS COLLECTED BY WEST KERN COMMUNITY COLLEGE DIST-GENERAL  
 IN SETTLEMENT OF THE FOLLOWING ACCOUNTS IS THE SUM OF **\$354,381.41**

DESCRIPTION OF DEPOSIT	FUND NO.	DEPT NO.	REVENUE CODE	AMOUNT	FUND TOTAL
GENERAL FUND	84096	0886	5490	\$3,095.05	\$3,095.05
RESTRICTED FUND	84097	0886	5490	\$36,085.99	\$36,085.99
CHILD DEVELOPMENT	84496	0886	5490	\$163,150.00	\$163,150.00
TIL	84697	0886	5490	\$128,983.02	\$128,983.02
BOOKSTORE	84698	0886	5490	\$22,896.60	\$22,896.60
CAFETERIA	84699	0886	5490	\$170.75	\$170.75

TOTAL DEPOSIT: **\$354,381.41**

**GENERAL DEPOSIT NOTES:**

SITE OF DEPOSIT: BANK ACCOUNT DEPOSITED: General CASH: \$354,381.41 CHECKS: \$0.00 DIRECT DEPOSIT: \$0.00 CREDIT CARD: \$0.00  
 NOTES: DEPOSIT #200168

SECTION 26901 GOVERNMENT CODE  
 I HEREBY SWEAR THAT THIS IS A TRUE AND  
 CORRECT RECORD OF THE TOTAL AMOUNT  
 DUE THE KERN COUNTY TREASURER TO  
 AND INCLUDING:

NOT PROCESSED

NOT SIGNED  
 AUDITOR'S AUTHORIZED SIGNATURE

NOT PROCESSED

NOT SIGNED  
 TTC AUTHORIZED SIGNATURE

WEST KERN COMM. COLLEGE  
WKCCD DEPOSIT

DEPOSIT TRANSACTIONS  
Date last used from: 06/25/2020 To 06/25/2020  
Transaction Number from: 200168 To 200168  
Date entered from: 00/00/0000 To 99/99/9999

J81930 DC0100 L.00.01 06/25/20 PA

APPROVED AND UNAPPROVED TRANSACTIONS										
NUMBER	DATE	ENTERED	DESCRIPTION	-FUND-ORG-ACCT-PROGR-						AMOUNT
LN.	DI	DETAIL	DESCR							
0168	06/25/2020	06/25/2020	WKCCD DEPOSIT	ENTERED BY: MDJB UNAPPROVED						
1.	78	TESTING		11000-306-8889-49306					1,987.50	
2.	78	INSURANCE REIMBURSEMENTS		11000-412-8876-67300					557.20	
3.	78	SCANTRON SALES		11000-412-8892-67200					2.95	
4.	78	TRANSCRIPT FEES		11000-000-8879-00000					547.40	
5.	78	FEDERAL WORK STUDY		12401-353-8153-64600					10,803.00	
6.	78	FWS ADMIN ALLOWANCE		12401-353-8151-64600					540.00	
7.	78	PELL		12000-353-8154-64600					3,895.00	
8.	78	MAA		12375-310-8171-00000					3,721.66	
9.	78	MAA		12375-314-8171-00000					3,721.66	
10.	78	MAA		12375-205-8171-00000					3,721.66	
11.	78	MAA		12375-301-8171-00000					3,721.66	
12.	78	MAA		12375-401-8171-00000					1,860.83	
13.	78	MAA		12375-110-8171-00000					1,860.84	
14.	78	REIMBURSEMENT		12000-353-5710-64600					746.56	
15.	78	REIMBURSEMENT		12569-353-5710-64600					746.56	
16.	78	REIMBURSEMENT		12573-353-5710-64600					746.56	
17.	78	BOOKSTORE		31000-423-8841-69100					22,896.60	
18.	78	CAFETERIA SALES		32000-422-8841-69400					170.75	
19.	78	CC GENERAL		33428-310-8621-69200					148,921.00	
20.	78	CC STATE PRESCHOOL		33528-310-8621-69200					14,229.00	
21.	78	TIL REGIONAL CENTERS		39000-314-8699-64991					128,983.02	
								TOTAL AMOUNT	354,381.41	
								DISTRICT TOTAL	354,381.41	
								GRAND TOTAL	354,381.41	



**WEST KERN COMMUNITY COLLEGE DISTRICT**

**Travel Period: 6/1/2020 - 6/30/2020\***

<b>Employee</b>	<b>Event/Purpose</b>	<b>Location</b>	<b>Travel Start Date</b>	<b>Travel End Date</b>	<b>Estimated Cost</b>

**\*There was no travel this period.**